

SEFTON METROPOLITAN BOROUGH COUNCIL
JOB DESCRIPTION

Department: Children's Social Care

Location:

Division: Any

Job Evaluation Number: A844

Post: Assistant Team Manager

Grade: Grade J

Responsible To: Team manager

Responsible For: Social Worker Team

JOB PURPOSE

Be accountable for the day to day management of a team of Social Workers and other professionals in the delivery of statutory and legislative duties and requirements.

Manage the team to safeguard and promote the welfare of vulnerable children and young people in Sefton whilst effectively managing risk.

Ensure the key performance targets as they apply to the team, the service and the Council are met.

Carry out this role in a collaborative manner that promotes equality of opportunity and joint working with other teams across the Council and partners, while challenging and supporting the team to ensure timely and suitable outcomes for child, young people and their families and embedding the Council's values into the work of the team and peers.

Take a leading role in promoting, delivering and embracing Sefton's child care policies and help deliver our vision of making our children safe, secure and successful.

Use all multi-disciplinary resources available to ensure that the quality of practice with children, young people and families is of a consistently high quality, is cost effective and that quality service standards are met.

MAIN DUTIES

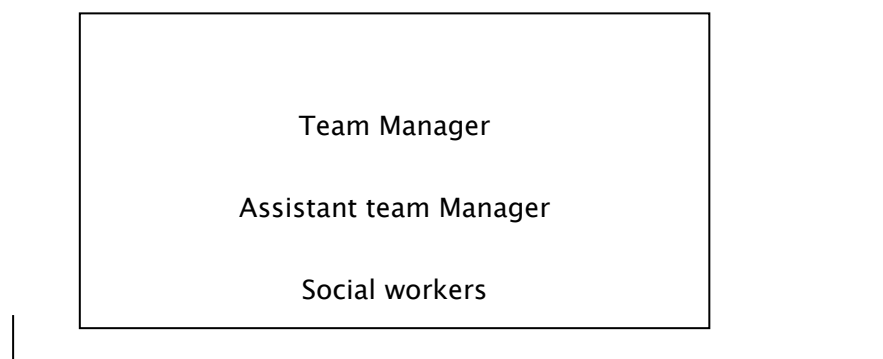
1. Support the day to day management of the team, appropriate support and challenge to ensure the delivery of high quality services that safeguard the welfare of children and young people.
2. Make effective day to day use of all available professional resources and use a range of theoretical, evidence based and practical approaches to develop and

implement effective interventions and support for children and families both within and outside of the family home.

3. Manage the distribution of caseloads to ensure that needs are met appropriately.
4. Support and challenge the team to meet the requirements around thresholds for cases, managing the preparation of high quality reports for court or other purposes, providing expert advice to guide the team through legal and organisational processes as required.
5. Support and challenge the team in the completion of assessments, plans, toolkits based on identified need and achieving KPI's, ensuring at each point of risk is evaluated, decisions and management oversight are recorded on the case file and any issues or concerns are escalated to the Team Manager .
6. Using Performance data and findings from audits and feedback from families and other professionals including complaints and compliments to continuously improve practice (add in TM too)
7. Chair meetings to a high standard, supporting social workers as required.
8. Co-work complex cases with team members as required
9. Supervise social workers and non-qualified staff as per Sefton's supervision policy, supporting and supervising social work students, acting as a mentor to support them through their professional training.
10. Lead group supervision to a high standard ensuring that all team members are aware of progress on cases.
11. Provide day to day supervision on case work to a high standard.
12. Understand what performance information, and audit outcomes are saying to positively impact on individual cases and support staff development.
13. Promote direct work with children and young people, supporting all members of the team to actively seek the views of children and families to inform practice in assessment and planning in individual cases.
14. Participate in quality assurance activities to support professional development of staff and improve the consistency of practice.
15. Support the Team Manager to tackle under-performance, sickness absence and conduct both informally and formally and within Sefton's policy frameworks.
16. Contribute to Sefton's development, provide consultation, coaching and mentoring within the Team, and across the service as required.
17. Develop and maintain own professional links and leads with partner agencies and the voluntary sector and support those of the Team Manager.

18. Maintain own professional development through training and other suitable mechanisms and keep up to date with changes in national, regional and local policy initiatives that will impact on the delivery of services and respond accordingly.
19. Represent the Council's values, leading by example in the delivery of these and setting a positive culture within your team, service and the Council; challenge behaviour when it is not aligned with our values and take appropriate action; support a professional in a respectful and child-focussed environment which supports the Council's vision.
20. Ensure all interventions are conducted within an anti-discriminatory framework, and take into account issues such as race, gender, sexuality, disability etc, and deliver appropriate services to the diverse communities of Sefton.
21. Deputise for the Team Manager, undertake projects and other additional duties as required. Undertake work outside office hours as necessary.

ORGANISATION CHART



SPECIAL CONDITIONS

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

For further information, please refer to [DBS filtering guidance at www.gov.uk/dbs](http://www.gov.uk/dbs).

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The postholder is expected to undertake, and participate in training, coaching and development activities, as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

<u>Prepared by:</u>	Name	Risthardh Hare
Social Services	<u>Designation</u>	Executive Director - Children's
	<u>Date</u>	May 2024

PERSON SPECIFICATION

Post: _Assistant Team Manager

Department: Childrens services

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>EDUCATION, TRAINING & EXPERIENCE</u>		
• Professional Social Work Degree	E	AF
• Post graduate qualification or equivalent, or the willingness to work towards	D	AF/I
• Working knowledge of the legislative framework and relevant guidance and procedures as appropriate to the post.	E	AF/I
• Experience of managing newly qualified social workers and / or unqualified staff	E	AF/I
• Social Work England Registered	E	AF and registration no
<u>General & Specific Knowledge</u>		
• Experience of delivering high quality services to children and in assessment of needs, case planning and/or case management, including complex cases.	E	AF/I
• Ability to analyse risk relating to child protection and to plan appropriate interventions.	E	AF/I
• Experience of co-ordinating and managing the work of a team, balancing needs and resources to achieve a high quality service.	D	AF/I
• Experience in conducting appraisals/supervision that are reflective and strive towards the successful achievement of department/business objective	D	AF/I

• Experience of managing budgets	D	AF/I
• Acceptance and commitment to the principles of human rights and equality and how they underpin practice	E	AF/I
• Demonstrable understanding and application of the statutory framework underpinning social work	E	AF/I
• Specialist knowledge of one or more key issues affecting children and their families. E.g. Domestic Abuse, Mental Health, Radicalisation, Neglect, Contextual Safeguarding	E	AF/I
• Experience of the application of systemic interventions and methodologies on social work practice	D	AF/I
• Evidence of continued professional development to enhance own knowledge and skills and encouraging others to develop theirs	E	AF/I
• Computer literate with knowledge of Microsoft Office packages	E	AF/I
• Significant experience in the use of electronic case management systems	E	AF/I
• Current UK driving license and access to a vehicle	D	AF /I

Prepared by: Risthardh Hare

Date: May 2024

AF = Application Form
I = Interview
T = Test
P = Presentation