**MEDWAY COUNCIL - JOB PROFILE**

|  |  |
| --- | --- |
| **JOB TITLE** | Team Leader – Adolescent Multi Disciplinary Team |
| **DIRECTORATE** | Children and Adults |
| **SERVICE** | Provider Services |
| **RESPONSIBLE TO** | Service Manager |
| **GRADE** | Range 5 |
| **JOB FAMILY** | PSW0251 |

**AIN PURPOSE OF JOB**

|  |
| --- |
| **MAIN PURPOSE OF JOB** |

The Team Leader is responsible for leading a team of professionals to undertake thorough and purposeful assessments of adolescents between the ages of 11-17 that are at risk of harm due to contextual safeguarding concerns.

To line manage, support and coach a disciplinary team of MDT practitioners to ensure the correct procedures are implemented which support positive outcomes for young people and their families.

MDT practitioners work with an array of young people, who will be supported through early help intervention for a period of up to 6 months.

The multi-disciplinary team will offer bespoke interventions to young people that are innovative and creative to support positive outcomes, with the aim of preventing statutory intervention.

To contribute towards delivering the council’s vision for Children’s Social Care to ensure the objectives and priorities are realised.

Promote and develop effective partnership working with other Council services and partner agencies to ensure efficient delivery of the service.

|  |
| --- |
| **ACCOUNTABILITIES** |

Lead, manage and motivate a team of staff, ensuring high quality professional supervision and personal development plans are completed which enhance individuals personal and professional development needs and contributes towards staff retention.

Manage and oversee the performance of the team effectively, using available team performance data such as Power Bi to monitor standards and performance whilst ensuring compliance with practice standards and procedures. Addressing performance concerns promptly when they arise.

Contribute to the management of the staffing budget for the team ensuring value for money when spends are appropriate.

Support the safer recruitment and selection of new staff, both within the team and across the multi-disciplinary service to ensure staffing levels are maintained.

Provide an effective service to young people and their parent/carers ensuring assessments, plans, reviews and interventions are completed to a high standard and in accordance with the required timescales and practice frameworks.

Allocate work promptly and appropriately within the team whilst having knowledge of the team caseload, and individual expertise.

Undertake thorough Quality Assurance whilst providing balanced feedback and participate in regular audit activity across the team/service.

Contribution to the service plan, ensuring team accountability.

Regular chairing and attendance at professional meetings, including leading case discussion where constructive challenge and reflection is present.

Collaborative working with internal colleagues, and external partners

Deputise and support the Service Manager where necessary on all aspects relating to the development of the service, and cover for other Team Managers where appropriate.

Keep up to date with the Council’s organisational policies, government guidance, legislation, research and national trends in order to maintain the highest professional standards.

|  |
| --- |
| **KEY CORPORATE ACCOUNTABILITIES** |

To actively promote work life balance and flexible working in order to achieve high quality service delivery.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to Section 17 of the duty of Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

|  |
| --- |
| **ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE** |

The children and young people of Medway have said the following qualities are really important to them:

* Be a good listener
* Be non-judgemental
* Be consistent and Stable
* Be contactable
* Understand me
* Be honest
* Be Focused
* Be realistic
* Be a good timekeeper
* Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People’s views and rights in everything you do.

Ensure Children and Young People’s voices are listened to and acted upon.

‘Do what you say and say what you do’.

## **PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **QUALIFICATIONS** | **Assessment Method** |
| GCSEs Grade C and above including English and Maths | Application |
| NVQ Level 4 in Working with families with multiple and complex  needs or another relevant discipline | Application |
| ILM Level 3 or an equivalent management qualification or willingness  to work towards | Application |
| Relevant degree or related Level 5 or above professional qualification  e.g. Degree in Social Work, Foundation Degree in Youth Work,  Diploma Level 5 in Youth Work, Post Graduate Certificate of  Education and/or extensive experience (desirable) | Application |
| **EXPERIENCE** |  |
| Demonstrable experience of working with vulnerable children, young  people and families in the public, private or voluntary sector, including  demonstrable ability to provide professional supervision and expert  advice to colleagues, including critical oversight of case management,  drawing in wider expert support where required | Application |
| Demonstrable experience of coaching, mentoring or supervising staff who work within children’s services | Application / Interview |
| Proven experience in the application of ‘Signs of Safety’ (Desirable) | Application |
| Extensive experience of working within Social Care, Health or  Education/Youth Work/Youth Justice/Children’s services | Application / Interview |
| Proven experience of performance management. | Interview |
| Demonstrable experience of developing and delivering structured  plans to vulnerable and at risk young people and acting as a lead  professional | Application / Interview |
| Extensive experience of working with challenging young people and  adolescents and bringing about positive change in their lives | Application / Interview |
| Experience of assessing and responding to the risks and needs  presented by children, young people and their families | Application / Interview |
| Experienced and skilled in using Quality Assurance systems and  digital case management systems | Application / Interview |
| Experience of working effectively in partnership within a multi-agency  setting | Application / Interview |
| The job involves high direct impact on the well-being of individual, or  groups of, people, through either:  (a) an assessment of the needs and implementation of appropriate  programmes of care or welfare for those who are reliant on the  jobholder: or:  (b) enforcing regulations which have a high direct impact on the  health, safety or well-being of people. | Application / Interview |
| Demonstrable experience of supporting others to work well under  pressure and difficult situations, able to identify and act on own  development needs | Application / Interview |
| Ability to demonstrate an understanding of how teams work with other  services and takes a proactive approach towards helping others | Application / Interview |
| **KNOWLEDGE** |  |
| Knowledge of Early Help and Prevention, and a detailed  understanding of relevant legislative and policy frameworks  which impact on the service including governance arrangements for  Early Help | Interview |
| Knowledge and experience in the application of relevant legislation, statutory guidance, standards and local policies and procedures. | Interview |
| Demonstrable knowledge and experience in the application of relevant theoretical frameworks, practice models and research findings | Interview |
| Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information | Application |

|  |  |
| --- | --- |
| **SKILLS** | **Assessment Method** |
| Demonstrable ability to build sound, productive working relationships with colleagues, partners and employees. | Interview |
| Ability to write high quality written reports which are suitable for a variety of professional settings. | Interview |
| Ability to analyse and interpret varied and highly complex information, developing strategies and solutions for long term plans | Interview |
| Ability to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences and stakeholders. | Interview |
| Ability to allocate work and monitor progress, quality, standards and outcomes of work. | Interview |
| Proven experience of contributing to successful budget management | Interview |
| Ability to use Microsoft Office packages as well as an electronic integrated children’s system (eg: MOSAIC or similar) | Application |
| Ability to manage time and workload effectively | Interview |
| Understands and is committed to equality and diversity and treats everyone fairly and with respect | Interview |
| Ability to maintain confidentiality at all times | Interview |
| **OTHER REQUIREMENTS** |  |
| Car driver and use of a car for business purposes | Application |
| Commitment to continuous professional development | Interview |
| An understanding of Social Work England’s professional standards and a commitment to upholding them in your practice. | Application |
| Enhanced DBS check |  |

**2. ACCOUNTABILITY**

MERGE05

**ORGANISATION**

### **(i) ORGANISATION CHART**

### **(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

The post holder will be line managed by the Group Manager

### **(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

Ability to work independently within clear guidelines and regularly uses initiative to make decisions, referring to more senior officers for advice on policy/resource issues.

### **(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

Ability to take responsibility for line managing others, providing direction, monitoring progress and empowering them to achieve objectives.

### **(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

The post holder will be required to liaise with all stakeholders both internal and external to the organisation, including working with children and families to ensure they are appropriately involved in decisions.

## **FINANCIAL ACCOUNTABILITIES**

The post holder will have delegated budget management responsibilities and contribute towards the management of the staffing team budget including setting, monitoring and ensuring effective spend of budget.

## **WORKING ENVIRONMENT**

The post holder will be based in one of Medway Council’s establishments.