

Job Description

Job title	Assistant Team Manager
Directorate	PEOPLE : Children and Adults
Division	Children and Young People Disability Team
Range	SW3
Reports to	Team Manager

Main purpose of the job:

To assist and support the Team Manager in leading, managing and coaching a team and in supporting the team in safeguarding and promoting the wellbeing of vulnerable children and young people through the provision of high quality social work practice, supporting them to achieve their full potential, and living within their family if it is safe to do so. This post is non case holding.

To improve outcomes for children by participating in effective partnership working and engagement and work collaboratively with a range of organisations, statutory and voluntary in delivering services to children and young people.

Deputise for the Team Manager, supervise staff, and support the team practically and emotionally with oversight and support from the Team Manager.

To be competent in all areas of the PCF- Advanced Social Worker level and The Knowledge and Skills Statement (KSS) for practice supervisors.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

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Accountabilities and outcomes:

Line management responsibility for 3 – 4 social workers and to deliver high quality supervision regularly to review case work and critically reflect on the work being undertaken. This includes case management oversight, and timely decision making, the effective implementation and review of children's plans and provides the opportunity to reflect and recognise areas of practice which are good or requires improvement and supports the

ongoing learning and development of. The Team Manager will retain overall responsibility for the team. Complete and review performance development plans your supervisees which enhance individuals personal and professional development needs and contributes towards staff retention.

Chair strategy, review, planning, professional and network meetings as appropriate.

Maintain accurate and up to date records in line with Data Protection legislation (GDPR) and use Medway Council specific recording systems to promote effective case management

Assist the Team Manager in –

- The quality assurance of your team’s work and case allocation.
- Completing joint visits and/or attending court with members of your team
- Contributing to the induction of new starters.
- Contributing to effective communication and occasionally leading on team meetings.

Support the safer recruitment and selection of new staff, both within the team and across Children’s Social Care in order to ensure staffing levels are maintained. 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.

Deputise for the Team Manager where necessary and as appropriate. You will be the first point of contact for support and advice for your supervisees and will be required to attend meetings on your managers behalf, for example performance clinic, when they are on leave.

This job description applies to all Assistant Team Manager posts within Children’s Services. The specific targets, tasks and priorities can be expected to vary between individual teams / services.

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

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone’s responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

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 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 the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Accountabilities to Children and Young People

For CSC roles only – to be deleted for all other divisions

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'.

Organisation:

This role reports to the <Team Manager>.

The post holder will have line management responsibility.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis. There is an expectation that the post holder will be office based for a minimum of 2 days each week.

Person specification

Qualifications

- Qualified Social Worker
 - Practice Educator Professional Standards (Stage 1 and 2) and/or Leadership Training for first line managers and/or postgraduate study.
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Knowledge

- Ability to use advanced theoretical/practical/procedural/ organisational /policy knowledge across a specialist area
 - An in-depth knowledge of working with vulnerable children and their families in a statutory setting.
 - Knowledge and experience in the application of relevant legislation, statutory guidance, standards and local policies and procedures.
 - Demonstrable knowledge and experience in the application of relevant theoretical frameworks, practice models and research findings
 - Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information
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Experience

- Substantial post qualifying experience (minimum 3 years) including statutory work with children and their families.
 - Proven experience of working with a high level of social complexity and risk of harm
 - Proven experience of managing and delivering professional supervision to staff including in statutory work with children and their families (Desirable)
 - Proven experience in the application of 'Signs of Safety' or a willingness to be trained (Desirable)
 - Substantial experience in relationship and strengths-based practice, working collaboratively with children, young people and their families
 - Substantial experience in child protection and court work.
 - Proven experience in providing support and effective supervision to staff in delivering outcome focused assessments and care plans in statutory work with children and their families.
 - Proven experience in effectively managing team and individual performance
 - Experience of contributing towards budget management (Desirable)
 - Demonstrable experience in supporting student placements and/or NQSWs (Desirable)
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Skills

- Proficient in the use of Microsoft Word, Excel and Outlook as well as an electronic integrated children's system (eg: MOSAIC or similar) (Desirable)

- Full driving valid for use in the UK and access to own transport for work purposes
- Demonstrable ability to build sound, productive working relationships with colleagues, partners, and other staff.
- Ability to write high quality written reports which are suitable for a variety of professional settings.
- Ability to analyse and interpret varied and highly complex information, developing strategies and solutions for long term plans
- 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.
- Ability to practice effectively and competently with an increasing level of autonomy and independence
- Ability to make good quality judgements and sound decisions in situations of increasing complexity, risk, uncertainty, and challenge, and be able to effectively explain and justify decisions.
- Ability to determine which interventions, knowledge, and skills to deploy to effectively respond to different issues.
- Ability to carry out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.
- Ability to work under pressure and manage time and workload effectively.
- Ability to work within a court setting and other professional settings.
- Ability to work effectively as part of a team to achieve team and service plan objectives and targets.
- Ability to maintain confidentiality at all times
- Understands and is committed to equality and diversity and treats everyone fairly and with respect

Other Requirements

- Commitment to continuous professional development.
- Ability to demonstrate a commitment to individual and reflective supervision.
- An understanding of Social Work England's professional standards and a commitment to upholding them in your practice.
- Enhanced DBS.