

JOB PROFILE

Job title:	Team Leader
Pay Band:	AFC 42-45
Directorate:	Specialist Children's Service
Operational area:	Kingston and Richmond
Reports to:	Head of Safeguarding

VISION FOR ACHIEVING FOR CHILDREN

Achieving for Children is passionate about ensuring the best possible outcomes for children and young people and will deliver the services they need to live safe, happy, healthy and successful lives.

WHO WE ARE

Achieving for Children is a community interest company created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames to deliver their children's services. The company has delivered services since 2014. The Royal Borough of Windsor and Maidenhead joined the company in 2017. The Director of Children's Services is responsible for the delivery of early help, health, social care and education services in their local area, either Kingston and Richmond or Windsor and Maidenhead. Corporate support services, such as ICT, HR and finance, are delivered company-wide. These services are led by the Chief Operating Officer, who is also responsible for company governance and for ensuring it delivers its contractual obligations to its commissioning Councils.

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families in the most effective and efficient way. As a result, the key tasks in any job profile may be varied and the post-holder will be expected to take on such variations and duties consistent with the level of responsibility of the post.

CONTEXT

Based in our three Clusters, the Child Protection Teams work directly with children who are subject to a Child Protection Plan, or who have Child in Need status, and their families. This will include: Strategy discussion (open cases) Child Protection Conference Review;

and Child In Need Planning and Review. The team work to a range of legal options to support investigation and protection and accommodation; if required give evidence in court; using contingency planning to anticipate complexity and changing circumstances.

The Safeguarding teams will transfer cases to the Permanence service when it is clear that permanence away from home will be the outcome.

PURPOSE AND RESPONSIBILITIES

The Team Leader will provide casework oversight and professional supervision to colleagues in the Safeguarding Cluster Team to improve outcomes for children.

Strategy & Leadership

1. To support the Cluster Head of Safeguarding by contributing to the overall operational management and development of the team, and deputise for the Head of Safeguarding and other Team Leaders as required.
2. To provide casework supervision to other social workers in the team to ensure the highest practice standards and working at all times in the best interests of children and young people.
3. To assist the Head of Safeguarding in formulating and implementing the Team Plan objectives and priorities.

Management and Operations

1. To provide effective casework supervision and professional support to social workers and other colleagues, ensuring there is an opportunity to critically reflect on casework and to identify learning and development needs.
2. To act as a recognised expert within the specialist field: Contribute to the development of practice and policy in the specialist field: initiate and undertake research in own field.
3. To ensure services are provided in a manner that respects the human rights and dignity of the individual and ensure that consideration is given to issues of gender, disability, sexual orientation, ethnic origin, religion, culture and linguistic background.
4. To exercise budgetary responsibilities as delegated by the Head.
5. To chair reviews/planning meetings/case conferences/strategy meetings as appropriate in line with standard procedures.

6. To ensure the provision of clear written reports to child protection conferences, reviews, planning meetings and any other purpose as required, ensuring good quality casework analysis and risk assessment is evident throughout.
7. To ensure reports are prepared for Court are of high quality, and to support and prepare workers in the Court process, including giving evidence in Court, as required.
8. To ensure the team maintains a high standard of case recording of all interventions with service users in line with AfC policies and procedures, and data protection requirements.
9. Establishing comprehensive staff development plans, to achieve a high standard of professional practice in accordance with Achieving for Children policies, and to ensure compliance with the HCPC Standards of Proficiency, if applicable.
10. To participate in the Emergency Duty Team (EDT) rota.

Performance

11. To participate in the monitoring of service delivery against agreed targets, timescales and resources, taking action as appropriate to achieve desired outcomes.
12. To champion and support continuous professional development within the team.

Communications

13. To ensure effective communications are conveyed in a timely, transparent and coherent manner.
14. To keep staff and stakeholders informed of information that affects them and influences service development.
15. To establish and maintain good communication across children's social care, with the wider cluster, and with other agencies/departments to facilitate the improvement and development of the service.
16. To seek, listen to, and respond to the views and ideas of staff and stakeholders, encouraging and actively engaging in positive communications and working relationships.
17. To ensure the highest managerial and professional standards within the service, ensuring high morale, good internal communications and equality of opportunities.

General

- 18. To ensure that the highest quality services are provided, within the resources available, and are responsive to the expressed needs and aspirations of residents/users regardless of backgrounds, lifestyles and abilities.
- 19. To demonstrate a commitment to own personal and professional development and to developing and coaching others.
- 20. To undertake project work and produce reports and deliver presentations as required.
- 21. In the performance of all your duties, and in particular in the support and management of staff, to implement all Achieving for Children policies and procedures necessary to meet customer care needs and to reflect the Achieving for Children’s vision and values.
- 22. Make effective use of supervision and appraisal to reflect on casework and to identify learning and development needs to continually improve upon practice, support CPD and demonstrate the standards of proficiency as required by the HCPC in order to maintain personal registration.
- 23. Champion the promotion of diversity and equalities in all aspects of service delivery and people management; demonstrate confident application of ethical reasoning to professional practice and decision making.
- 24. Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.
- 25. Working to Practice supervisor level of the Knowledge and Skills Statement.
- 26. Champion diversity and equality in the development and delivery of services and in all aspects of people management.
- 27. Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.

ORGANISATIONAL VALUES

Trust - I am reliable, others can count on me to undertake tasks and deliver on what was agreed. I will do what I said I would do. I will encourage open and honest communication, and model clear and fair professional boundaries.	Essential	Interview
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Respect - I will listen to and value other people's perspectives and differences. I will show empathy and humility in the way I communicate.	Essential	Interview
Empower - I help others to realise their ability and potential, and show emotional intelligence in my approach. I show appropriate and respectful use of the power given to me in my job or position and I use this to encourage and enable others.	Essential	Interview

QUALIFICATIONS AND EXPERIENCE

Qualifications

Educated to degree level with appropriate professional Social Work qualification (CSS/CQSW or DipSw, MA SW, BA Hons SW)	Essential	Application
Current HCPC Registration	Essential	Application
Successful completion of an ASYE programme (If qualified since September 2012)	Essential if applicable	Application
Practice Teaching Award, Enabling others award or equivalent (Stage 1 or 2 award)	Desirable	Application
Working towards accreditation against the Knowledge and skills statement at practice supervisor level	Desirable	Application

Links to the Knowledge and Skills Statement

KSS Domain	Prompts	Essential/ Desirable	A/I/T
1. Promote and govern excellent practice	<ul style="list-style-type: none"> Extensive knowledge and skills in the child and family social work. Ability to interrogate decisions and ensure that they have been reached using appropriate theory and a range of evidence. 	Essential	Application/ Interview

2. Developing excellent practitioners	<ul style="list-style-type: none"> • Experience of using best evidence to devise effective interventions aimed at making sure the best outcomes for children and families are achieved. • Ability to recognise the strengths and weaknesses of practitioner and know when best teach them or let them come to their own conclusions. 	Essential	Application/ Interview
3. Shaping and influencing the practice system	<ul style="list-style-type: none"> • Ability to help provide a supportive atmosphere in t a team ensuring that reflective thinking is being considered by team members when making decisions for children and families. • Experience of sharing practice with the wider organisation to help provide solutions to difficulties. 	Essential	Application/ Interview
4. Effective use of power and authority	<ul style="list-style-type: none"> • Proven experience of using statutory powers based on social work assessments that show a child is at significant risk of harm. • An extensive and up to date knowledge of relevant legislation and case law. 	Essential	Application/ Interview
5. Confident analysis and decision-making	<ul style="list-style-type: none"> • Ability to come up with multiple hypotheses when trying to determine the circumstances of complex cases. • Experience of helping other practitioners to make decisions based on observations and analyses that are also ambitious for those children involved. 	Essential	Application/ Interview
6. Purposeful and effective social work	<ul style="list-style-type: none"> • Ability to effectively challenges practitioners approach to how they work with families, ensuring that it is the best way achieve the desired outcome for the child. • Experienced in making sure that the family narrative is listened to and that they feel empowered to make positive changes. 	Essential	Application/ Interview

7. Emotionally intelligent practice supervision	<ul style="list-style-type: none"> • Ability to deliver reflective supervision and able to adapt style dependent upon the individual and the form supervision may be held i.e. peer group supervision, caseload, etc. • Ability to recognise the emotional barriers that are affecting the practice of team members and experience of employing strategies to support them. 	Essential	Application/ Interview
8. Performance management and improvement	<ul style="list-style-type: none"> • Experience of supplying fellow workers of with constructive feedback, also recognising excellent practice and awarding appropriately. • Able to explain to other practitioners the full legal, regulatory, procedural and performance framework. 	Essential	Application/ Interview

Skills and ability		
Evidence	Essential/ Desirable	A/I/T
Is able to manage priorities and work under pressure displaying initiative and creativity	Essential	Application/ Interview
Is able to influence, develop and change the motivation and behaviour of people to achieve objectives.	Essential	Application/ Interview
Ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.	Essential	Application/ Interview
Strong organisational ability, including the ability to work on initiative and to prioritise workloads to meet agreed deadlines.	Essential	Application/ Interview
Knowledge and understanding of data quality, information security and sharing requirements.	Essential	Application/ Interview
Experienced in the use of ICT, including MS Word, Outlook and case record management systems	Essential	Application/ Interview
Knowledge of a range of business systems and software applications and a high standard of ICT literacy; ability to understand new technologies and their potential.	Essential	Application/ Interview

Commitment to an organisational culture and the development of services that value equality and diversity.	Essential	Application form and interview
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This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of Achieving for Children and the specific requirements of the role.

Updated: September 2019