

JOB DESCRIPTION

POST TITLE:	Team Manager
GRADE	12
DIVISION / UNIT	Children and Adults Service
DEPARTMENT	Children's Services
REPORTS TO:	Service Manager

PURPOSE OF THE JOB

To provide exemplary leadership, management, and professional guidance to a team of social workers, and where required other practitioners, both directly and within their team. To ensure the delivery of a high quality, comprehensive, integrated, systemically-informed social work service within Southwark's Practice Framework. To promote and govern excellent social work practice, including assessing need, planning and working purposefully with families, support networks and other professionals to safeguard children and young people, and promote positive outcomes. To ensure the delivery of a social work service which is both relationship-based and responsive to the needs of children, young people and their families in a timely manner and within statutory guidelines. To promote, lead and manage the development of excellent and confident practitioners.

PRINCIPAL ACCOUNTABILITIES

Responsibilities

Promote and govern excellent practice

1. Through leadership and management, promote and govern excellent practice to deliver high quality outcomes for children, young people and families in safeguarding and care/pathway planning, ensuring accountability for high professional standards which comply with procedures, agreed timescales and targets. Ensuring the safety of children and young people remains the highest priority.
2. Responsible for management of the team, overseeing workload and performance management.

Developing excellent practitioners

3. Provide high support and high challenge to motivate staff to carry out their roles to the best of their ability and to the standards required of them.

4. Maintain own continuous professional development and that of the team through appropriate training, learning and research opportunities and in conjunction with the Service Manager.
5. Promote excellence in practice using research and practice evidence, tested to meet local need, setting an expectation that Southwark's Practice Framework will be applied and developed by practitioners.
6. Support and assess Newly Qualified Social Workers through their Assessed & Supported Year in Employment (ASYE), others participating in work based routes into social work, and Social Workers preparing for the National Assessment and Accreditation System (NAAS), taking the role of practice educator.

Shaping and influencing the practice system

7. Positively manage and contribute to service development within the team and across the service, by sharing practice knowledge and expertise, data and research findings, and by monitoring key performance areas for the team.
8. Build effective partnerships to deliver services flexibly across the organisation (as governed by service need) and within homes, schools or community settings where required.

Effective use of power and authority

9. Represent the council at multi-agency meetings when required.
10. On the basis of assessed needs and risks, devise, implement and review care or pathway plans, including the development and management of protection plans within a child protection framework, applying a proportionate and ethical approach to the exercise of authority.
11. Work purposefully with other agencies to promote positive outcomes and ensure an integrated approach, which takes account of the views of other professionals and recognises where patterns of relationships between professionals may compromise the welfare or safety of children and families.

Confident analysis and decision-making

12. Ensure all planning, assessments and reviews fully consider the long term consequences of decisions, in consultation with and incorporating the wishes and feelings of children, young people, families and carers.

13. Ensure decision-making is based on observation and analysis exploring a wide range of family and professional contexts. Ensure practitioners build relevant relationships and work directly with children and young people, providing clear and accurate assessments of their and their family's needs in line with statutory guidance and that risks are identified and managed.
14. Organise complex information and produce comprehensive, analytic, high quality reports which make cogent arguments based on the evidence.
15. Present complex information in writing and person in a range of settings, including with families, foster carers, police, courts and colleagues.
16. Ensure case recording and management information is maintained which clearly demonstrates how and why decisions have been made, ensuring the case files of the team are organised and up to date.

Purposeful and effective social work

17. Ensure purposeful systemically-informed social work practice within Southwark's practice framework, which empowers families to make positive changes, with explicit aims and objectives about desired outcomes which are proportionate to each child's identified risk and need.
18. Ensure professional, respectful and honest relationships with children, young people, and all relevant family members are built and maintained, to develop trust and assist in safeguarding children and promoting positive and timely outcomes.
19. Ensure social work practice is informed by statutory guidance, best evidence, and research.

Emotionally intelligent practice supervision

20. Ensure effective emotionally intelligent supervision with staff, both individually and in group settings, challenging the balance of authoritative intervention and collaborative engagement to ensure best long term outcomes for children, young people and families. Adapt management and leadership style to build confidence and emotional resilience of practitioners.

Performance management and improvement

21. Scrutinise and drive continuous improvement in performance and quality of service delivered and in own practice. Recognise excellence and hold poor practice to account. Personally quality assure all documents for court and other formal arenas.

22. Ensure statutory responsibilities are undertaken including visiting children and young people, reviews, reporting to the court in addition to meeting timescales and performance targets.
23. Participate in the council's performance management scheme, including the induction of new staff.
24. Undertake day to day management functions, assign tasks to members of the team, oversee caseloads and manage capacity to ensure throughput of work and that workload is manageable.
25. Ensure that record keeping and data collection is undertaken in accordance with departmental policy and to meet statutory requirements.

Grade / Conditions of Service

Must be able to provide evidence of continuing professional development in line with the Professional Capability Framework for Social Workers and Practice Supervisors, to include recent experience in a social work role within a statutory setting, working with children and families, and attendance to appropriate training.

A satisfactory Disclosure and Barring Service (DBS) check at an enhanced level is required.

Comply with and promote the Council's Equal opportunities policy

Occasional requirements to work evenings and weekends

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Knowledge, including educational qualifications:	Essential (E) or Desirable (D)	How assessed (S/ I/ T)
1. Must hold a recognised social work qualification and a current registration with Social Work England	E	S
2. Knowledge of childcare legislation, statutory guidance and the London Child Protection Procedures	E	I, T
3. Knowledge and understanding of child development, parenting capacity, environmental factors and risk and protective factors	E	S
4. Knowledge and understanding of current issues in children's social work practice, particularly in relation to child protection and planning of interventions	E	S
5. Knowledge of roles and responsibilities of key children's agencies	E	I
6. Knowledge of best practice for assessment and care planning, and some understanding of and commitment to the approaches within Southwark's practice framework: systemic practices including Signs of Safety, restorative practices, and trauma/attachment-informed approaches including Secure Base	E	I, T
7. Experience of professional leadership, holding accountability for the practice and development of others, in order to drive service improvements and embed best practice throughout the team	E	S
8. Experience of preparing reports and presenting these within formal settings, such as court proceedings, fostering or adoption panels, youth justice panels, or other formal settings	E	S
Aptitudes, Skills & Competencies:		
9. Ability to summarise, analyse and evaluate complex information in relation to social work assessment and practice	E	T
10. Understanding and commitment to the principles of openness, transparency and accountability and to the principles in Southwark's practice framework (child/young person-centred, family minded, strengths-based, evidence informed, relationship based, outcome-focused, fair and reflective)	E	I, T
11. Understanding of the need to provide high quality emotionally intelligent supervision, guidance and support to staff, and the particular importance of clarity of social work task allocation, setting priorities and personal development	E	S, T

12. Ability to produce high quality concise reports and have excellent verbal communication skills	E	T
13. Ability to develop an understanding and build effective relationships with children, parents / carers, other family members, informal support networks and other professionals	E	I, T
14. Ability to demonstrate the leadership and management skills required to manage a team of practitioners and develop strong relationships within the team	E	I, T
15. Ability to prioritise, monitor and be accountable for children's social work through supervision of staff	E	I, T
16. Ability to take into account issues relating to diversity and the experience of discrimination	E	I, T
17. Ability to negotiate effectively with other partners within the network and use appropriate skills to develop effective inter-agency working procedures	E	I, T

Special Conditions of Recruitment:

Must hold a recognised social work qualification.

Must have a current registration with Social Work England.

A satisfactory Disclosure and Barring Service (DBS) check at an enhanced level.

Comply with and promote the Council's Equal opportunities policy.

Occasional requirements to work evenings and weekend.

Key:

D	Desirable	S	Shortlisting criteria
E	Essential	I	Evaluated at interview
		T	Subject to test