



# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Advanced Practitioner	<b>Grade:</b> PO5
<b>Section:</b> Front Door Children’s Services	<b>Directorate:</b> Children’s Services
<b>Responsible to following manager:</b> MASH Manager	<b>Responsible for following staff:</b>
<b>Post Number/s:</b>	<b>Last review date:</b> May 2021

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

The Integrated Front Door to children’s services will provide a safeguarding response to professional contacts, they will analyse the risk against the London Continuum of Need Threshold Document and determine the next steps for a child, be that specialist, targeted or universal support.

The role of the Advanced Practitioner is pivotal to the safeguarding of children living in Wandsworth. The Advanced Practitioners analyse quickly and accurately all safeguarding contact that come to the front door of children’s services, they are responsible for determining the level of risk or immediate harm to a child and ensure that the continuum on need thresholds are consistently and appropriately applied at all times. They will provide consultation to a wider range of partners around threshold

decisions making and be able to provide appropriate advice on next steps and where to access the appropriate support for a child.

Important relationships to develop and cultivate:

Internal:

- All teams and staff within Children’s Social Care, Early Help Clusters and Safeguarding Standards, Education, Performance and Planning, Housing and Adult Social Care

External:

- To the children, young people and families in Wandsworth who have contact with the Children’s Services Department
- The Police, Schools, Community Health and Acute Health, Child and Adult Mental Health, local community and faith groups, The Probationary Service
- To representatives of the key government departments, national bodies and networks

### **Specific Duties and Responsibilities**

There are 5 key elements to the role of the Advanced Practitioner at the Front Door to Wandsworth’s Safeguarding and Targeted Services:

1. The rigorous, robust and consistent application of safeguarding thresholds to all contact to the front door with clearly recorded analysis and outcome that are understood by families and partners.
  2. The provision of clear, supportive and appropriate consultation to partners about the threshold and how these are applied.
  3. To know about the range of support services that are available to families at the specialist and early help level and link into the local cluster partnership to maintain and understand local needs and vulnerabilities.
  4. To support the wider teams in children social care and early help by providing time reflection and analysis in relation to complex case work.
  5. To Deputise effectively for the MASH Manager in their absence by maintaining the quality assurance and performance management
- Act as a recognised expert within the specialist social care field to mentor, provide advice and support to the children’s workforce about making and understanding threshold decisions.
  - To facilitate group supervision within MASH as well as case supervision to practitioners where this is required.
  - To undertake line management responsibilities for initial contact workers and provide regular supervision to them.
  - To assure the quality, effectiveness and appropriateness of social care provided by the team, ensuring that all intervention is conducted in accordance with legislative requirements, the Departments’ Practice Standards, all relevant policies and procedures and agreed performance targets

- To build and sustain effective working arrangements with schools and other setting that ensure they are confident about communicating, information share and feel clear about why and how threshold decisions have been reached.
- To lead and contribute to multi-agency meeting set up to improve the quality and effectiveness of safeguarding children and young people across the partnership
- To chair reviews, planning meetings, strategy discussions and other professional/network meetings
- To manage the allocation of workload across the team in the MASH and Early Help Pathway to ensure that timescales for reaching threshold decisions are met.
- To be able to work as a team to manage the delivery and performance against the statutory response times while ensuring that all children and their families received a suitable response that meet their needs.
- To provide high quality reflective professional supervision to support partners in safety planning for children that sit below the threshold for social work intervention but have a range of complex needs which if not planned for well could escalate and require social work involvement.
- To make effective use of supervision and appraisal as an opportunity to critically reflect on casework and to identify learning and development needs to continually improve upon practice; and to support CPD. To demonstrate the standards of proficiency as required by the HCPC in order to maintain individual registration.
- To ensure that all information systems and case records across the team are of high quality and are up to date; support good practice and maintain a focus on positive outcomes for children and their families.
- To undertake a range of quality assurance activity, including peer auditing, auditing of casework across the service in line with the Children's Services Quality Assurance Framework.
- To embed the learning from audits into the practice of the team and the wider MASH partner and into the practice of individual workers supporting the role of the front door.
- To be able to deputise for the Team Manager in the use of performance data to identify where team or individual performance is excellent and can be shared with other staff and where performance can be improved; to develop and deliver SMART action plans to address performance issues.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.



- To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

- The Advance Practitioner role is new and it is key to changing the way the front door to children’s services is seen, they form part of a newly integrated front door services and are the front line in safeguarding decision making that is consistently applied and understood by all partners.

**Team structure**

For the current structure please go to The Loop.

Official

**Proposed Staffing Structure Integrated Front Door Children’s Services**

Head of Service Front Door and Referral and Assessment Childrens Services		
MASH Team 1X Contact Team Manager 5X Advance Practitioner 3X Initial Contact Workers	Initial Response Team 1X IRT Team Manager 1X DV Worker 1X Parental Substance Misuse worker 1X Child Exploitation Worker 1X NRPF 1X Housing Worker	Early Help Team 1X Early Help Manager 1X FGC Team Manager 3X Early Help Practitioner 1X Senior Practitioner 4x Keep in Touch Officer 1X Early Help Practitioner SEND



## Person Specification

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### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
Systematic working knowledge and understanding of Children Act 1989 and 2004; including awareness of current national policy drivers, legislation, affecting children’s social care. Up to date knowledge of current legislation, e.g. Working Together 2015, Health and Social Care Act 2012, Munroe and new evidenced-based research.	
Highly developed knowledge of theory and practice of assessment, planning and intervention; substantial knowledge of relevant legislation and its application; acquired through professional qualification in social work plus considerable experience in relevant field.	

In depth knowledge and understanding of the needs of children and young people; and an understanding about the range of services specialist and targeted that are working in Wandsworth to support and improve outcomes for children.	
Knowledge of communicating effectively, verbally and in writing, to a range of audiences including children, young people, parents/carers and professional colleagues at an advanced level.	
Knowledge of demonstrating understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.	
<b>Experience</b>	
Advanced experienced of applying in practice, the principles of care legislation relating to child protection, looked after children and the provision of services to children in need.	
Experience of working with a wide range of partners to develop their understanding of threshold and risk	
Experience of practice teaching, mentoring and supervising others	
<b>Skills</b>	
Knowledge and understanding of the needs of children and young people; the ability to engage with children and their parents/carers and to involve them in decision making.	
Excellent skills in communication and engaging a wide range of partners and the ability to understand their roles and responsibilities and how they relate to the safeguarding of children.	
In-depth knowledge of relevant policy, legislation, guidance and best practice in safeguarding children, and a high level of competence and confidence in legal proceedings in the family courts, preparing evidence statements/care plans and giving evidence.	
<b>Qualifications</b>	
Professional qualification in social work and must be registered with the Health & Care Professions Council (or any successor body)	

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**