

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Assistant Team Manager	<b>Grade:</b> PO5
<b>Section:</b> Children and Families, Specialist Services	<b>Directorate:</b> Children's Service
<b>Responsible to following manager:</b> Centre Manager	<b>Responsible for following staff:</b> Social Worker & Family Assessment Workers
<b>Post Number/s:</b> S7394; S7307; S7312	<b>Last review date:</b>

#### 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.

#### **Wandsworth Family Assessment Centres**

Wandsworth Children's Services has 2 Family Centres which provide specialist residential / community- based parenting assessments and programmes of intervention to families with young children in need or at risk of harm. The service is targeted to meet the needs of families who face significant challenges and difficulties in their capacity to parent, and where court proceedings have been initiated or are being considered.

### **Job Purpose**

The core purpose of the role is to ensure that all children remain safe and have improved outcomes as a result of the provision of high quality Parenting Assessments, support and interventions.

This post includes a key role in developing the service and in case managing assessments and interventions. The post holder is required to co-ordinate and supervise packages of care and to assess and manage a high level of risk. The post holder is expected to have the ability to make independent, complex decisions in the absence of the manager of the service.

### **Important internal relationships**

- All teams and staff within the Children and Families Division and Safeguarding Standards Service
- Heads of Service, Service Managers and Team Managers across Wandsworth Children's Services.
- All staff across Commissioning, Prevention and Early Intervention and Education, Performance and Planning.
- Colleagues from teams across the Shared Staffing Arrangement (SSA)

### **Important external relationships**

- Children, young people and their families
- All relevant partner organisations that Wandsworth Children's Services works in partnership with including schools, external service providers and the private and voluntary sector including foster carers and residential care providers; Police; Probation, Child and Family courts
- External agencies and authorities commissioning our Residential Service (including social workers, managers, service managers, placements and commissioning teams)
- Representatives of the key government departments, national bodies and networks
- Local residents and other customers
- For residential- With OFSTED and allocated Ofsted inspector

### **Specific Duties and Responsibilities**

- To participate in regular staff meetings and in own supervision. To provide professional leadership to the team through example, and via both regular and ad hoc supervision. To appraise staff performance using the staff development scheme and to alert the manager to any action necessary under the Council's codes.
- To ensure that appropriately clear, analytical and evidence based reports are provided for assessments, reviews, and court proceedings.
- To supervise assessments and support & intervention programmes, and provide particular areas of expertise in direct work.

- To assist in staff recruitment, budgeting, care of building and administration as directed by the manager.
- To ensure compliance with the Department's recording guidelines and using appropriate information technology were appropriate, to maintain up to date files and administrative and workload monitoring procedures.
- To assist in the development of new methods and ways of meeting needs, identified within the service and the wider department
- To assist in evaluating and monitoring the work of the centre.
- To establish and maintain good working relationships with other sections of the Social Services Department and other agencies (including health, integrated children's centres, CAMHS, schools and community organisations) who contribute to family assessments and support.
- To represent the service and take decisions on its behalf at reviews, child protection conferences and in court. To act as a representative of the team or sector at departmental working groups and panels.
- To keep abreast of, and participate in, departmental and inter-agency training as appropriate.
- To provide cover to other resource centres when this is necessary, and to undertake other duties as may from time to time be allocated.
- To ensure the Council's equal opportunities policy is put into practice in management and service delivery.
- To chair appropriate meetings with and about service users involving representatives of other agencies, e.g. network meetings, planning meetings, assessment reviews.
- To work in partnership with children and parents, maintaining an open records policy, providing feedback, and consulting service users about their needs and views.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to this role within the organisation.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to this role.

- To ensure the line manager is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

### **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.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 1989, 2004, the Children and Families Act 2014, Working Together and other key legislation in relation to child protection and safeguarding. For the residential setting: Understand the Residential Care Standards Act and the National Minimum Standards and how these impacts our work.
- 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**

1. To work 36 hours per week including some unsocial hours (usually between 8am – 6pm).
2. Occasional evening and weekend duties, as required.

### **Team structure**

The Falcon Grove Family Assessment Service has the following staff:

Centre Manager x 1

Assistant Team Managers x 3

Social Workers x 2  
Family Assessment Workers x 6  
Residential Shift Workers x 3  
Administrator x 1  
Casual Staff Members

This job description is intended to give an indication of the main duties involved but is not meant to be an exhaustive list.

## 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>	
Knowledge and understanding of the needs of children and young people; the ability to work effectively with children and their parents/carers and involve them in finding solutions to the issues presented.	A&I
Knowledge of relevant policy, legislation, guidance and best practice in safeguarding young people. For the Residential Setting: to ensure an understanding of the National Minimum Standards and Ofsted regulations that are required of the service.	A&I
A sound understanding of (and ability to draw on): <ul style="list-style-type: none"> <li>• Child development and the needs of young people.</li> <li>• Family assessment tools and methods</li> </ul>	A&I

<ul style="list-style-type: none"> <li>• Effective partnership working with families</li> </ul>	
To be willing and able to lead and participate in regular, reflective individual and group supervision for their allocated cases and personal development. This will also include being able to further their skills and knowledge through identified training relevant to the role.	A&I
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.	A&I
<b>Experience</b>	
Proven experience of working together with others, across voluntary and statutory agencies, providing a social work service to children in need and their families, gained in statutory settings at a senior practitioner level.	A&I
Experience of practice teaching, mentoring and / or supervising others.	A&I
<b>Skills</b>	
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.	A&I
Extensive knowledge of evidence-based practice and a track record of integrating this into own practice and service delivery, and the ability to identify appropriate interventions and commission relevant services, particularly relating to the Equality Act 2010.	A&I
Ability to provide advice, consultation, mentoring, supervision and support to qualified social workers (SWCG), social work trainees, social work students and other non-social work professionals, and the ability to manage staff.	A&I
Ability to support and assist the team manager in assessing and reviewing the quality of practice and performance of the team.	A&I
Ability to use IT systems to record casework, monitor caseloads and management data, and ensure accurate reporting.	A&I
Ability to convey professional leadership and represent the team/service/department at forums, meetings and working groups including chairing case meetings, involving service users and representatives from other agencies.	A&I
Ability to organise and prioritise own workload, to work under pressure and meet deadlines.	A&I
Ability to use supervision to maximise personal effectiveness and for professional development.	A&I
<b>Qualifications</b>	
Diploma in Social Work, CQSW, CSS, Bachelors or Master's Degree in Social Work or other professional social work qualification recognised by the GSCC for the purposes of registration in the UK.	A&I; C
Higher Specialist Award or equivalent (or the ability to achieve the HAS within two years of appointment.	A&I; C

- A – Application form / CV
- I – Interview
- T – Test
- C - Certificate