

## Job Description and Person Specification

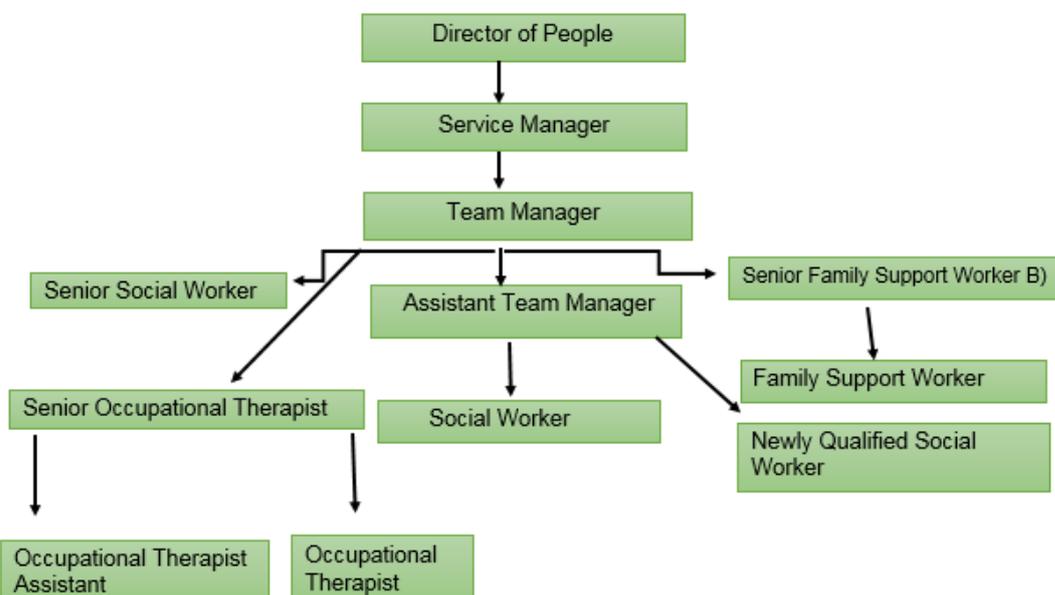
<b>Job title:</b>	Assistant Team Manager
<b>Directorate:</b>	People
<b>Service:</b>	Education
<b>Team:</b>	Disabled Children's Team
<b>Post number:</b>	02215
<b>Salary grade:</b>	Grade J plus additional responsibility points
<b>Work location:</b>	West Street House
<b>Reports to:</b>	Service Manager SEN/DCT
<b>Supervises:</b>	Social Workers and Family Support Workers

### Job Purpose

1. To support the team manager in providing operational management of a children's social work team, including day to day supervision and general management oversight of supervisees as well the assessment of risk and efficient and appropriate escalation of significant events.
2. To ensure effective service delivery and performance, within social work parameters, to meet relevant legislation, regulations and standards, West Berkshire policies and procedures, good practice guidelines and agreed performance targets
3. To deputise for the Team Manager in his/her absence...

The role includes the leadership and management of a team of staff from a predominantly social work/social care background and requires critical analysis, performance management, and prudent allocation and management oversight of cases and resources, including financial resources.

### Structure Chart



## Main Duties and Responsibilities

### Case work

1. Oversee the management of an allocated caseload, to include complex assessments of children, families and parenting and other work to meet statutory requirements.
2. Ensure timely preparation and submission of written reports, including statements and care plans for care proceedings in County and High Courts. Support workers in court and in presenting evidence.
3. Chair reviews, planning meetings, case conferences and strategy meetings as appropriate.

### Team management

4. Manage a group of staff within a team of Social Workers and support staff, applying WBC staff policies and procedures as appropriate.
5. Undertake/oversee allocation of work to direct reports and agree service priorities, monitor case files, case records and deal with management issues as they arise
6. Provide advice and support to members of the team in relation to complex cases
7. As directed, be involved with or lead on matters of recruitment, training and personal development, absence management, retention, grievance/disciplinary succession and work force planning
8. Model leadership competencies and behaviours that continuously develop staff and services.
9. With the team manager, monitor the quality of service delivery and outcomes, taking action as necessary to address under-performance or inadequate quality.
10. Ensure oversight of and adherence to agreed resource packages and contribute to the resource planning for the overall team.
11. Identify significant incidents, events or trends, and inform team/service manager in order to ensure effective and timely management and resolution.
12. To monitor, assess and manage risk within the delivery of the service and escalate issues to managers in a timely manner.
13. Contribute to the development of strategy, services and policies in area of expertise, ensuring service delivery within relevant legislation and regulation.
14. Develop and maintain internal and external working relationships with partner organisations and external agencies.
15. Undertake duties for the Team Manager, deputising as required.

### Staff supervision, performance management and development

16. Undertake professional and reflective supervision, carry out annual performance appraisals in line with West Berkshire guidance and timescales, acting to address inadequate performance as appropriate
17. Identify professional development and training needs your supervisees, in line with the PCF and West Berkshire requirements, and ensure the delivery of staff development activities.
18. Support the delivery of the ASYE programme and induction of new staff.
19. Participate fully in own reflective supervision, taking personal responsibility for identifying and meeting own professional development and training needs.

### Corporate management

20. Promote equality as an integral part of the role and treat everyone with fairness and dignity.
21. Recognise health and safety is a responsibility of every employee, take reasonable care of self and others and comply with the WBC Health and Safety policy and any service-

### Main Duties and Responsibilities

specific procedures/rules that apply to this role.  
 Carry out any other duties, commensurate with the post, as may be required for the efficient running of the service.

### Scope (impact on/control of resources, people, money etc)

Budget	Revenue	NA
	Capital	NA
Staffing	Headcount	16 (inc TM and ATM)
	Full time equivalent	NA

### Person Specification

Qualifications	Essential/ Desirable	Internal use only
Recognised social work qualification, post graduate diploma and PQ specialist award or equivalent.	E	1
Evidence of continual professional development as required by Social Work England and in line with the PCF	E	2
Hold or have a commitment to undertaking a management qualification.	E	3
Experience		
Experience of supervising or practice education for staff working in children's social work	E	1
Experience of targeted planning to meet the needs of disabled children and young people	E	2
Practical experience of managing and analysing complex cases, working with families with varying needs and complexities.	E	3
Experience of multidisciplinary working with children and families and chairing formal multidisciplinary meetings.	E	4
Experience of undertaking assessments and writing reports for court and presenting evidence in court.	E	5
Broad experience of working with cases of child protection, looked after children, and children in need.	E	6
Knowledge and understanding		
Extensive knowledge of methods of social work intervention, child protection, looked after children and specialist areas associated with the post.	E	1
Detailed knowledge of relevant legislation, regulations, guidance as well as local and national policy issues.	E	2
Detailed knowledge and understanding of the assessment tools and extensive experience of applying assessment skills within a statutory social work setting.	E	3
Contemporary knowledge of social work applications i.e. attachment theory, enabling change, behaviour and behaviour management.	E	4
Understanding of the principles and practice of reflective supervision	E	5
Knowledge of the principles of performance management.	E	6

Knowledge and understanding of disability and working with disabled children and their families.	D	1
<b>Skills and abilities</b>		
Good communication skills including oral, written, negotiation and role modelling.	E	1
Understanding and experience of performance management and ways to apply this understanding in the supervision and management of others.	E	2
Good IT skills.	E	3
Good organisational and planning skills.	E	4
Excellent written communication skills, including report-writing.	E	5
Good management skills with the ability to lead and motivate staff	D	1
Ability to plan ahead and work in a systematic and organised way, to follow direction and procedure and meet statutory requirements.	E	6
Ability to think analytically - to research, absorb and analyse complex information from different sources.	E	7
<b>Work-related personal qualities</b>		
Strong interpersonal skills, especially in working with clients	E	1
Ability to adapt and cope with a changing environment and support colleagues in these circumstances.	E	2
Ability to manage pressure effectively.	E	3
Ability to cope with conflict and challenge in a positive way.	E	4
Clear personal values in line with those of West Berkshire Council.	E	5
Good organisational and strategic thinking skills	E	6
A 'restorative' approach to professional practice and leadership	D	1
<b>Other work-related requirements</b>		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	1
Hold current driving licence and be prepared to undertake occasional long car journeys.	E	2
Flexible in the use of time and prepared to work, sometimes, at times outside the normal working day.	E	3
Able to attend meetings and to work at a variety of locations both within and outside West Berkshire.	E	4
Enhanced DBS Check with relevant barred lists?	Yes	n/a
Politically restricted post?	No	n/a

### **Professional Capabilities Framework – Advanced Level**

**Social Work Managers:** lead, motivate, nurture and manage a team (social workers and others), ensuring the service provided is effective, and delivering positive outcomes. They do so by managing performance and quality assurance, resources and budgets, in collaboration with others and key stakeholders. They are knowledgeable about managing social workers and others within single or multi-professional teams. They contribute and support the development of practice, procedures and policy and specifically the professional development of the team they lead. They are accountable for the practice of social workers within the team they manage, and provide or ensure effective professional and practice supervision, as well as performance appraisals, takes place. They support mentoring and coaching to enhance the quality of practice. They investigate complaints as needed. They seek to ensure team experience

influences and informs the work of the organisation and that of other service providers, supporting and managing change as needed within their area of responsibility