

Job Description

Job title		Head of Community Social Work and Looked After Children			
Department		Directorate of People	Function		Children & Families
Team	Community Social Work and Looked After Children	Post number	CT0136	Grade	LBR19
Reports to	Operational Director				
Responsible for	Team Managers, Senior Social Work Practitioners, Social Workers, Placements Officers and any other social care professionals based in the Service. Direct line management of 2 Service Managers. Indirect management of 7 managers and approximately 62 Social Workers. Budget of approximately £13m.				
Purpose of job					
<p>This post is part of the senior management team of the Children and Families Service to lead, monitor, develop and be responsible for Community Social Work and Looked After Children services. As post-holder you will have overall management responsibility for borough wide children's community social work teams, the court team and the commissioning and provision of high quality services to children looked after. This service will therefore work closely with schools, community health provision and the voluntary sector to provide a wide range of support services in partnership with other stakeholders to develop preventative and targeted support services. You will be responsible for a large staff group and a budget of approximately £13m.</p>					
Major duties and responsibilities					
<p>This job description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is neither inclusive nor exclusive and will be changed from time to time to meet changing circumstances and demands. Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly positively and successfully to the ever changing pressures which Local Authorities face.</p> <p><u>Policy and Strategic Leadership</u></p> <ul style="list-style-type: none"> • To assist the Corporate Director of People and Operational Director, Children and Families in ensuring that the Children and Families Service meets objectives as determined by Cabinet and partner agencies to include the promotion of educational attainment and the health and welfare of children and young people living in Redbridge and safeguarding them from harm. • To have overall responsibility for the provision and commissioning of all services that falls within the remit of the postholder and provide effective and purposeful leadership.. • To be responsible for continuous development and improvement of the Children and Families Service that fall within the remit of the post, in line with Government guidance, legislative, regulatory requirements and on the basis of local need. • To contribute to initiatives designed to meet the corporate objectives of the London Borough of Redbridge. • To represent and deputise for the Operational Director as required. • To manage budgets effectively, ensuring that those budgets for which the post is accountable are not exceeded, taking corrective action where necessary and ensuring the early reporting of overspends. 					

- To be responsible for the development and good liaison and co-operation with officers across the council and partner agencies, the local community, the police and other agencies and non-statutory organisations.
- To prepare and write reports and briefing notes on policy and operational issues and to attend meetings including committee meetings, multiagency meetings and meetings called by senior managers as and when required.
- To provide leadership in promoting the corporate parenting agenda and report on key trends and issues to the DCS, Cabinet Member for children and young people , Corporate Parenting Panel and Redbridge Local Safeguarding Board.
- Ensure that statistics/performance indicators are monitored in terms of safeguarding, health needs of LAC and placement performance, is routinely shared with line managers and used to inform activity and effectiveness of work within teams.
- To work in partnership with the other service areas of children and Families Service, schools and **schools support functions with Children's Services to ensure that children** looked after achieve their full potential in terms of education attainment, health outcomes and social development
- To ensure that services are delivered collaboratively and in partnership with schools to minimize the likelihood of children looked after being excluded from school and to ensure that high attendance levels are maintained
- To ensure that all children placed in residential schools are placed appropriately through regular reviews of the placement and that plans are drawn up to enable children to return to local provision whenever this is feasible
- To ensure that foster carers are supporting children to ensure that their education potential is maximised through comprehensive personal education plans (PEPs)
- To ensure foster carers ensure that all children looked after have access to appropriate primary health care services through close liaison with other parts of the Children and Families Service.
- Where a child or young person is placed outside the borough of Redbridge, ensure appropriate acute mental health services are provided by liaison with CAMHS, Redbridge CCG and NHS Redbridge.
- To ensure that foster carers and residential providers make sure that children looked after have access to advice and support in relation to healthy living choices through, for example specialist health visiting service to children looked after.
- To ensure close liaison with the Community Social Work (CSW) service to ensure smooth transition where children become looked after.
- To be responsible for ensuring that systems and procedures are in place to ensure that carers and residential providers take appropriate action to safeguard children and young people living away from home where they are or there are reasonable grounds for believing that they are , suffering significant harm
- To be responsible for ensuring that there are effective systems in place to enable carers and residential providers to monitor and review plans to protect and promote the welfare and safety of children and young people living away from home.
- To be responsible for ensuring that carers and residential providers provide children looked after with a high standard of care, to include corporate parenting, appropriate placement choice and quality assurance and achieving permanency where appropriate
- To be responsible for ensuring that there are effective systems in place to ensure that carers and residential providers make sure that children looked after have appropriate care personal educational plans and where appropriate Statements of Special Educational Needs and that these are monitored and reviewed in line with legislative and good practice requirements.
- To have overall responsibility for the delivery of, preventative and targeted services to children who are subject of CIN and CP plans.
- To ensure that children and young people living in the area are protected from harm.

- To ensure that there are effective systems in place so that appropriate action is taken to safeguard children and young people where they are, or where there are reasonable grounds for believing that they may be suffering significant harm.
- To ensure that there are effective systems in place so that plans put in place to protect children and young people from harm are effectively monitored and reviewed.

Staff Management

- To provide management and leadership of teams in new ways of working
- Effectively manage empower and motivate staff so that they can deliver a high quality service
- To implement and ensure compliance with effective performance management in accordance with Children and Families Service and Council procedures
- To ensure all staff receive regular supervision and Performance Management in accordance with policy requirements
- Promote the diversity of the workforce and ensure that equality of opportunity is promoted
- To organise staff selection in accordance with equalities legislation, good practice guidance and council procedures
- To manage Health and Safety within the workplace to ensure the safety of staff service users and others included in this role is the responsibility for safety systems risk assessments and safety audit
- To ensure Council employee communication system is fully implemented and maintained in order that all employees receive appropriate information and that employee feedback is encouraged to manage the analysis of training needs both in terms of professional practice and general training needs for **groups of staff and contribute to the development of the Children's services learning and development programme**
- To manage the contract with Coram for the adoption service

Social Services Responsibilities – Reflecting Strategic Lead

- To provide professional support and supervision to senior social services staff within the Children's Trust and to have a lead role in ensuring that there are adequate opportunities for peer support and the maintenance of professional identity for those social service specialists working in a range of teams.
- To provide advice and consultation to other Children's Trust managers on social services related matters.
- To take the lead role in ensuring that there are effective systems and procedures in place to ensure that children and young people are protected from significant harm.
- To take the lead role in ensuring that there are effective systems and procedures in place to monitor and review plans to protect children and young people from significant harm.
- To take the lead role in ensuring that there are effective systems and procedures in place to monitor and review plans for promoting the welfare of children and young people who are looked after and they have a smooth transition to adulthood.
- To take the lead role in ensuring that there are effective systems and procedures in place to monitor and review plans for promoting the welfare of children and young people who are in need.
- To take the lead role in ensuring that there are effective systems and procedures in place to ensure that children and young people who are the responsibility of other local authorities but who live in Redbridge are adequately safeguarded from harm and their welfare is promoted.

Corporate

- To contribute to the **corporate delivery of Redbridge Council's vision, core values and goals providing a clear sense of direction and purpose**
- As a member of the Senior Management Team to work with other officers and elected members to develop service direction and the priorities of the partner organisations and secure their implementation
- Through personal example commitment and clear action to value and celebrate the rich diversity of the community in Redbridge ensuring equality of access and treatment in employment and service delivery
- **To take a personal role in external partnerships that cover different aspects of the Borough's life reflecting the Council's commitment to work in active partnership with communities to develop Redbridge and improve the quality of life for all citizens**
- To support the joint planning structures agreed for children and their families and ensure that the non-statutory organisations and the independent sector are involved in the planning and development of services
- To ensure service users and carers play an active part in the development of services through appropriate consultation undertaken in accordance with Consultation and Participation Strategy
- To play a key role in developing and maintaining a positive culture in which multi-disciplinary working and service user involvement can flourish

Information Technology

- To manage computerised information systems ensuring appropriate steps are taken to protect data integrity and that all users comply with the IT security policy
- To ensure all staff maximise the opportunities provided by IT and ensure full compliance with the use of **PROTOCOL the integrated children's** electronic social care record system
- To take lead responsibility for ensuring that systems are in place to enable the adequate collection of statistical data to enable effective planning of services
- To personally use the software packages provided

Equality and Diversity

- To ensure equality and diversity considerations in relations to staff and current potential service users are central to the work of the service.

Person Specification

Job Title	Head of Community Social Work and Looked After Children		
Department	Directorate of People	Function	Children & Families
Post number	CT0136	Grade	LBR19
Method of candidate assessment: A = Application Form I = Interview T = Test Weighting: 3 = most important, 2 = least important			
Selection Criteria		A - I - T	Weighting
1. Education and Qualifications			
1.	Recognised Social Work qualification essential (i.e CQSW, DipSW, CSS or CCETSW approved equivalent)	A	3
2.	HCPC registration	A	3
3.	Education to degree level or equivalent management qualification	A	3
2. Experience			
1.	Significant strategic and operational experience within a social care services setting at a service manager level	A - I - T	3
2.	Substantial experience of working and managing within a changing environment including evidence of successfully managing change in large organisations at a senior management level	A - I	2
3.	Experience of influencing service provision and commissioning in partner agencies advocating for children looked over which there is no direct line management relationship.	A - I	2
4.	Evidence of success in promoting and implementing equal opportunity policies and practices in respect of employment and service delivery including in the recruitment of adopters and foster carers.	A - I	2
5.	Substantial experience of supervising social workers and their managers in fostering and adoption settings	A - I	3
6.	Substantial direct experience of managing and monitoring Fostering and Adoption services	A-I-T	3
7.	Experience of leading a Key Service in a large complex organisation	A-I	2
8.	Significant experience in the effective management of people resources and assets so as to deliver service outcomes against agreed targets and timescales	A-I	3
9.	Experience of decision making in relation legislation and National Minimum Standards relating Children's Acts 1989/2004 the Nation Minimum Standards for Fostering and Adoption and all related legislation and guidance	A-I	3

Skills			
10.	a) The ability to communicate and effectively influence others at all levels and across a variety of professional groups and organisations.	A - I	2
11.	b) The ability to evaluate and analyse information and make decisions in circumstances where issues are not clear-cut.	A - I	3
12.	c) Interpersonal skills with the ability to quickly form effective working relationships.	A-I	2
13.	d) To be able to develop and communicate a strategic vision for children and families services.	A-I	2

14.	e) Leadership skills with ability to meet operational objectives through setting priorities, innovation, delegation, problem solving, and execution of planning monitoring and performance management processes.	A-I	3
KNOWLEDGE			
15.	Thorough understanding of the legislative framework that directly affects the strategic development and provision of service to children and young people with a detailed knowledge of the regulations and guidance applicable to adoption and fostering	A-I-T	3
16.	An understanding of the Governments change agenda as this applies to the delivery of children's services and in particular to foster and adoption services	A-I-T	3
17.	A detailed understanding of the principles of cost centre management and budgetary planning and control	A-I	2
18.	An understanding of the needs of children at risk social exclusion in need of protection those who are looked after or are otherwise living away from home and those who have disabilities	A-I	3
Other job requirements			
19.	An ability to work flexibly and outside of normal office hours	I	3