

Job description

Job title		Senior Social Work Practitioner						
Service Area		Children's Services		Function		Children and Families		
Team	Various		Post number		Various		Grade	LBR12
Reports to		Team Manager						
Responsible for		Provide professional support and guidance to other team members and supervision where deemed appropriate by the Team Manager. Supervise students on placement.						
Purpose of job								
To take responsibility for complex cases and undertake specific tasks, responsibilities and duties that contribute positively to the development of the Service and in specific service areas.								
Major duties and responsibilities								
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. This Job Description is a guide to the level and range of responsibilities the postholder will be expected to undertake initially. It is neither exhaustive nor inclusive and will be changed from time to time to meet changing circumstances and demands.								
1. To be responsible for complex cases and detailed assessments including, where appropriate, Child Protection Assessments.								
2. To assist the Manager, as required in aspects of the Team's work including the allocation of work; maintaining, developing and encouraging high professional standards; and supporting the supervision and development of individual staff.								
3. To keep up to date with good practice guidance, current legislation, Government initiatives and local policies and procedures with a view to playing a lead role in disseminating these within the team.								
4. To provide consultation, advice and guidance to Team members on professional issues.								
5. To assist the Head of Service in developing and maintaining projects within agreed timetables.								
6. To represent the Manager or Head of Service at internal and external meetings where appropriate, and to act as Deputy to the Manager.								
7. To write complex reports and briefing papers on policy and operational issues for the Team Manager, Head of Service, Chief Officer of Children and Families and to participate in a range of meetings, case conferences or task forces, service and project management groups.								
<u>Team Management:</u>								
8. To offer professional advice and support to team members in carrying out their duties as enshrined in the Children Act 1989, related regulations and guidance and other relevant legislation.								
9. To assist in ensuring that team members fulfil expectations in relation to the Council's statutory responsibilities, policies and standards and that the practice is anti-discriminatory.								
10. To assist the Manager, when required, in the performance management for all staff.								

11. To assist, when required, in ensuring that the Council's employee communication system (CASCADE) is fully implemented and maintained in order that all employees receive appropriate information and that employee feedback is encouraged.
12. To assist the Service in working as an Investors in People organisation.
13. To participate where appropriate in staff selection in accordance with equalities legislation good practice guidance and Council procedures.
14. To be aware of health and safety within the workplace to ensure the safety of staff, clients and others. Included in this role are safety systems, risk assessments and safety audits.
15. To assist in ensuring individual training needs are identified and appropriate training plans are developed for the team.
16. To actively participate in the overall management and development of the service through Team Meetings and Service wide meetings; attend and participate positively in Team and other meetings as required with a view to promoting the development of an integrated response to clients' needs, concentrating on the delivery of an efficient and effective service.

Information technology:

17. To manage computerised information systems ensuring appropriate steps are taken to protect data integrity and that all users comply with the IT security policy.
18. To maximise the use of the office automation package provided.

General

19. To keep abreast of changes in legislation: national and local trends. To develop and maintain a working knowledge of major Council policies, procedures and practice guidance notes and work within them at all times.
20. To maintain management information systems and provide regular reports identifying trends and proposing solutions where problems are identified.
21. To provide cover for the work of other Senior Practitioners and Team Managers as required and arrange cover for other Team members across the section and Children & Families where necessary.
22. To participate fully in the development and maintenance of effective liaison and co-operation with the local community, community groups, other Authorities, agencies and non-statutory organisations.
23. To participate in inter-agency working specifically with Education, the Health Authority, Housing, the Probation Service and other statutory/voluntary organisations.
24. To provide management, consultation, professional support, advice and guidance to the immediate team and others across Children & Families.
25. To be smart and presentable at all times in compliance with the current dress code.
26. To be able to drive and use a car for the execution of your duties.
27. Any other duties appropriate to this area of work and consistent with the level of the post, as may from time to time are required.

The council operates a non-smoking policy

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Person specification

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Service Area	Children's Services		Function	Children & Families	
Team	Various	Post number	Various	Grade	LBR12
<i>Method of candidate assessment: A = Application Form I = Interview T = Test</i> <i>Weighting: 3 = most important, 2 = least important</i>					
Selection Criteria				A - I - T	Weighting
Education and Qualifications:					
Recognised Social Work qualification (i.e. CQSW, DipSW, CSS or CCETSW approved equivalent, BA Hons Social Work or other relevant degree in Social Work. Health & Care Professions Council (HCPC) registration.				A	3
Appropriate post qualifying and practice assessor qualification.				A	2
Experience:					
Social Work experience with children and families including:					
Assessment work in a children and families setting.				A – I	3
Child protection and Court work.				A – I	3
Duty system.				A – I	3
Relevant experience of staff or student supervision or mentoring				A – I	2
Skills:					
Ability to manage complex cases and assist colleagues in carrying out statutory requirements as appropriate, such as managing duty systems.				A – I – T	3
Ability to undertake professional duties to comply with statutory duties within the framework of the Children & Families Policies and Procedures.				A – I	3
Ability to develop strategies to support children in need and to take appropriate action to formulate plans for intervention.				A – I	2

• Ability to formulate and implement child in need and child protection plans. • Ability to communicate effectively in a manner that clear, fluent, concise and jargon free and in a courteous, calm and professional manner. • Ability to record and support colleagues in the recording of data, in line with the Integrated Children's System (ICS). • Ability to prepare complex court reports and care planning and attend and give evidence and support colleagues in court. • Ability to give advice and consultation in casework issues, make clear casework decisions and execute them. • Ability to use resources effectively within current constraints working to agreed threshold and eligibility criteria. • Ability to work as part of a team in order to develop and promote good practice, monitor and evaluate ones own work and contribute to the evaluation of the practice of others.			A – I	2
			A – I – T	3
			A – I – T	2
			A – I	3
			A – I	3
			A – I	3
Knowledge: • Sound knowledge of legislation and relevant guidance. • Progressive knowledge of current research and evidence based practice. • To supervise the work of qualified staff and support staff as determined by the team manager and with accountability to the team manager. This will include staff induction and professional development and evaluation for supervisees. It will not involve the most complex work being carried out in the team. • Knowledge and understanding of equality and diversity issues			A – I – T	3
			A – I	3
			A – I	3
			A – I	2