

**JOB DESCRIPTION**

<p><b>Job Title:</b> Newham Social Care Academy Service Manager</p>	<p><b>Service Area:</b> Clinical Practice</p>	
<p><b>Directorate:</b> Children and Young People Directorate</p>	<p><b>Post Number:</b> <b>38628</b></p>	<p><b>Evaluation Number:</b> <b>378</b></p>
<p><b>Grade:</b> SMRA</p>	<p><b>Date last updated:</b> July 2021</p>	

**People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

**Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

**Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

**Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## Overall Purpose of Job

1. To provide overall leadership and management and be accountable for the performance and quality of the work in the Newham Social Care Academy
2. To provide overall leadership, management and be accountable for the CYPS workforce strategy including recruitment, social work sufficiency, student placements, training and development and the career progression pathway from the point of entry onward.
3. To provide overall leadership and management and be accountable for the development, commissioning and delivery of effective continuous professional development programmes across **Children and Young People's Service** within Newham's Practice Framework of restorative and relational practice using systemic theory.
4. To provide overall leadership and management and be accountable for the development, commissioning and delivery of effective continuous professional development programmes across the **Newham Safeguarding Children Partnership**
5. To provide overall leadership and management and be accountable for ensuring that learning and development opportunities for the children's social worker workforce in Newham meet the registration requirements of Social Work England, prepare social workers to meet the standards of practice set out in the Professional Capabilities Framework and the Knowledge and Skills Statements and give social workers evidence and research informed practice skills to do their job effectively and reflect and respond to the views of children and families.
6. To provide overall leadership and management and be accountable for developing Newham as a learning organisation. Creating the culture and conditions where social work can flourish. Providing a range of learning and development opportunities that include coaching, role modelling, promoting the behaviours skills and values of the Newham Practice Framework, As well as responding to the findings of quality assurance activities.
7. To provide overall leadership and management and be accountable joining with key stakeholders and partners both internally and externally to ensure workforce planning and development is delivered responsively to ensure positive outcomes for children and families.
8. To provide overall leadership and management and be accountable for the arrangements for recruitment to social care practitioner and manager posts across CYPS.

9. To be responsible for managing the Social Care Academy budget.
10. To provide overall leadership and management and be accountable for commissioning the providers of training and development courses.
11. To deputise for the Assistant Director of Professional Practice, Principal Social Worker.

## **Job Context**

1. The post holder is accountable to the Assistant Director of Professional Practice, Principal Social Worker
2. The post holder will have direct line management responsibility for up to 8 (FTE) posts, this will include the Practice Development Social Workers the NSCP Learning and Development Officer and the Workforce Development Officer.
3. The post holder will be expected to work autonomously and be able to make evidenced-based decisions which effectively manage risks associated with the service
4. The post holder will lead and be accountable for the effective operation of the Newham Social Care Academy.
5. The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service and on call requirements.

### **Key Tasks and Accountabilities:**

**Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.**

1. To be trained in a restorative and relational practice model that utilises systemic ideas and tools
2. To be accountable for implementing regular training needs analyses across CYPS and the NSCP
3. To manage and be accountable for the development, commissioning and implementation of innovative, responsive and flexible learning and development

programmes across CYPS and the Newham Safeguarding Partnership ensuring that they meet national and local standards, reflect the Newham Practice Framework and are based on evidence based training needs analyses, quality assurance activity and Ofsted findings.

4. To provide overall leadership and management of the organisational Career Progression Pathways for social care practitioners across CYPS ensuring that every practitioner has a professional development plan that reflects the pathway. To drive the implementation of Career Conversations that support career progression for practitioners and use the learning from these conversations, training needs analyses to inform learning and development programmes.
5. To maintain regular supervision and appraisal of those you will line manage, ensuring timely decision making, professional guidance and support, recognising good practice and areas of underperformance, with appropriate plans in place to address performance issues.
6. To drive and ensure continuous service performance and improvement through the establishment of service objectives and indicators for quality and performance. Prepare an annual service plan with a golden thread to plans and appraisal objectives.
7. Be accountable for service progress against a set of agreed key performance indicators and targets and provide regular and reliable management information and its analysis to inform continuous service improvement. Take prompt and corrective action when key performance indicators are not being achieved.
8. Be an active member of the management team, assist the Principal Social Worker, Children and Families, deputising as required, and lead as the Social Care Academy and/or council representative on designated service developments and projects. Establish and maintain constructive working relationships with other service managers.
9. Ensure budgetary management and control for the service area in line with agreed strategy and follow financial governance arrangements. Manage the efficient use of resources within the service area and ensuring value for money in terms of service delivery and The post holder is required to manage and remain within a budget of up to £850, 000 This includes being accountable for the income streams from funds/grants received from HEIs for student placements, the DfE for the ASYE programme and Step Up to Social Work students and Frontline
10. To lead, manage and be accountable for the Newham Assessed and Supported Year in Employment programme for Newly Qualified Social Workers
11. To lead, manage and be accountable for the placing of students from HEI's, Step Up and Frontline in Newham CYPS. Ensuring effective quality assuring processes are in place to achieve the required standards

12. To lead, manage and be accountable for the programmes of support for Practice Educators and NQSW Assessors.
13. To lead, manage and be accountable for using the findings from the activities of the Quality Assurance Service and the Practice Development Social Workers to inform whole service and individual learning and improvement plans and programmes.
14. To be accountable for participation and representation within the North east London Teaching Partnership
15. To lead, manage and be accountable for the use of evidence informed practice through engagement with Research in Practice, Making Research Count and CareKnowledge and links with HEIs and Academics
16. To promote and facilitate research projects in partnership with others including HEIs
17. To act in a way that protects the reputation of the Local Authority and the social work profession, whilst always privileging the best interests of children.

### Politically Restricted Posts

In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or subcommittee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

### Personal Specification

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<b>Directorate:</b> Children and Young People Directorate	<b>Post Number:</b> 38628	<b>Evaluation Number:</b>
<b>Grade:</b> SMR A	<b>Date Last Updated:</b> July 2021	

#### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate

clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that, you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b></p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b></p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Recognised Social Work Qualification &amp; Registration with Social Work England.</li> <li>• Practice Educator Professional Standards level 1 &amp; 2 Qualification (Desirable)</li> <li>• Evidence of continuous managerial and professional development.</li> </ul>	<p>Application Form</p> <p>Application Form</p>
<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Trained in, a practice model that is restorative and relational in approach and utilises systemic ideas and tools that engage with and support others in change and development.</li> <li>• Advanced knowledge of the Children Acts 1989 and 2004, Working Together 2006, London Child Protection Procedures 2007, Every Child Matters, Safeguarding Vulnerable Groups Act 2006, Human Rights Act 1998, Laming reports and other</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>recent Child death enquiries as applied to Children and Young People’s Services.</p> <ul style="list-style-type: none"> <li>• Advanced knowledge of the professional standards as set by Social Work England, the Professional Capabilities Framework for Social Workers in England, the Knowledge and Skills statements for Child and Family Practitioners, Practice Supervisors and Practice Leaders, Practice Educator Professional Standards for Social Work 2019 the Assessed and Supported Year in Employment programme DfE(Skills for Care), the Integrated Degree Apprenticeship for Social Worker</li> <li>• Advanced knowledge of current trends in evidence and research based social work practice.</li> <li>• Advanced knowledge of current trends in workforce planning and development and recruitment and retention in children’s social work.</li> <li>• Knowledge and awareness of the issues relating to communities from different ethnic and cultural backgrounds and Equal Opportunities</li> <li>• Understanding and knowledge of the workings of local government and including its legal, financial social and political context, political processes and the current issues faced in a multi-cultural area.</li> <li>•</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Significant experience as a manager/supervisor in a children’s social work setting</li> <li>• Evidence of continuing professional development in line with the Skills and Knowledge Statement for Practice Supervisors</li> <li>• Experience of driving forward improved practice across agencies, which has led to</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>improved outcomes for children and young people.</p> <ul style="list-style-type: none"> <li>• Experience of managing multiple work streams concurrently.</li> <li>• Extensive experience of supervision of social work staff ,including first line leaders</li> <li>• Practical evidence of developing and maintaining good working relationships with a wide range of customers/stakeholders.</li> <li>• Experience of championing effective partnership working.</li> <li>• Experience of successfully managing change.</li> <li>• Experience of having developed, commissioned and delivered a range of learning and development opportunities and programmes.</li> <li>• Demonstrable commitment to diversity issues in both service provision and employment practices and evidenced achievement of positive outcomes.</li> <li>• Ability to work at pace with detail and an approach of high support</li> <li>• Experience of successfully working to a budget in a demanding public arena.</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Ability to develop positive relationships that contribute to and support good outcomes</li> <li>• Able to support, manage and motivate staff through difficult and sensitive issues</li> <li>• Able to create a positive and energising environment which inspires and motivates staff</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>



<ul style="list-style-type: none"> <li>• Ability to develop and sustain partnerships across teams.</li> <li>• Ability to be an effective advocate for and representative of the Council and wider NSCP.</li> <li>• Ability to think strategically and plan operations.</li> <li>• Project planning and process management skills</li> <li>• Ability to think strategically and plan operations</li> <li>• .</li> <li>• Ability to manage and interpret budgetary and financial information.</li> <li>• Excellent written and oral communication skills.</li> <li>• Computer literacy skills necessary to work with information management systems and produce good quality data in a variety of formats. The ability to work with word processing packages at a speed commensurate with the responsibilities of the role.</li> <li>•</li> </ul>	
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• This post is subject to an enhanced DBS check.</li> <li>• This post is exempt from The Rehabilitation of Offenders Act</li> </ul>	<p>Satisfactory clearance at conditional offer stage.</p> <p>Satisfactory clearance at conditional offer stage.</p>