

JOB DESCRIPTION

Job Title: Assistant Team Manager	Service Area: Service Specific	
Directorate: Children's Services	Post Number: tbc	Evaluation Number: 5570
Grade: PO6	Date last updated: February 2021	

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 have leadership responsibility for the delivery of statutory services within a defined service area within the Children's Social Care and Safeguarding Directorate consistently applying high standards to deliver good outcomes for children, care leavers and their families.
2. To provide direct line management and supervision to up to 5 social workers.
3. To contribute to and support the Newham Together Vision including the implementation of our Strategic Improvement Plan for Children's Services; the Children and Young People's plan and specific improvement initiatives related to external regulation.

4. To deliver a restorative, relational approach to practice and supervision, utilising systemic tools and interventions within the Newham Together Practice Framework working with and developing others.
5. To manage and facilitate regular group supervision that is restorative, relational and systemic in approach in keeping with the Newham Together Practice Framework.
6. To deliver and embed our restorative approach to building an organisational culture where social work can flourish.
7. To be an active member of the respective service management team, to work collaboratively with colleagues and external stakeholders to achieve our service plans and priorities.
8. To lead and manage your team within the service to deliver a safe, high quality, cost effective and timely interventions to our children, families and workforce.
9. To champion our priorities and obsessions to improve the lives of children families and care leavers

JOB CONTEXT

1. The post holder reports to a Team Manager.
2. The post holder line manages up to 5 social workers.
3. The post holder manages and makes key decisions about, service specific social work interventions that have both an impact on children and families and the overall performance of the council.
4. The post holder supports the Team Manager or Service Manager in their budgetary responsibility of a variable amount according to the service specific delivery e.g. section 17 Children in Need (CA 1989)
5. The post holder will have regular contact with children, young people, parents and carers and the wider personal and professional network that supports children, families and carers.
6. The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service and on call requirements.

ACCOUNTABILITIES ALL ASSISTANT TEAM MANAGERS

1. To be responsible for the effective operation of statutory services ensuring that children, young people and families who require statutory interventions are effectively safeguarded and that children looked after and care leavers receive the highest possible standards of care.
2. To directly manage and supervise up to 5 social workers within the team to ensure all quality standards are consistently achieved; statutory obligations and procedures are met and there is compliance with team, service and corporate policies.

3. To have experience of, or willingness to train in, a practice framework that is restorative and relational in approach and utilises systemic ideas and tools, working with and developing others.
4. To consistently use the Newham practice model when assessing need and delivering interventions that includes working in a respectful, collaborative and professional manner with children and families that is focused on achieving good outcomes.
5. To maintain regular reflective supervision in line with the Newham Supervision Framework and appraisal of direct reports 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 manage and facilitate regular group supervision that is restorative, relational and systemic in approach.
7. To chair meetings such as core groups, child in need reviews, and care planning reviews to ensure plans safeguard and deliver the best outcomes for children and young people
8. To produce high quality case/supervision records that are up to date, include rationale, reflects the Newham practice model, are clear, succinct and written so as the child, young person or family member can understand.
9. To drive a continuous team performance and improvement culture through the establishment of team objectives and performance indicators. To work with peers to ensure performance and improvements are consistent across Children's Social Care.
10. To create an environment of high support and high challenge enabling prompt and corrective action when outcomes and key performance indicators for children, families and care leavers are not being achieved in defined service areas and with peers across Children Social Care
11. To establish and maintain strong partnerships with multiagency partners to deliver effective support for children, young people and families with child safeguarding and /or corporate parenting needs. This includes responding promptly to concerns raised by internal and external stakeholders about individual children and team wide issues as well as collaborate to create the most effective service provision for children, families and care leavers
12. To establish arrangements so that Newham children families and communities can play an active role in assessing the quality of service they are receiving from your team and can collaborate in the development of ideas for service improvement. Supporting the Team Manager / Service Manager, to lead service user forums and feedback to evaluate the quality of service delivered in partnership with the Quality Assurance Service.
13. To ensure that decisions about children coming into public care, returning home or to the wider family or moving to new permanent families are rigorous and defensible. Moreover, that the long-term consequences of decisions are properly explored and understood.

14. To ensure that practice standards and procedures are adhered to and yourself and staff within the team contribute to the development and review of these standards. Promote and develop best practice opportunities with team members, children and young people.
15. To work out and about in the community, visiting children, families and carers in the places they live and supporting community engagement.
16. To promote a strong culture of learning and development within the team and ensure that staff have access to training and development opportunities including provision for social workers in training. Develop staff with emerging leadership talent, and support retention through the provision of challenging, interesting and motivating opportunities.
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. To immediately, alert the Team Manager / Service Manager to any issues that may leave children at risk or place the council at reputational risk.
18. To promote and champion equality and diversity in the delivery of all Council activities, service provision and employment practice.
19. To ensure that all services are maintained to the required standards as directed within business continuity and resilience policies.
20. To ensure that Health & Safety legislation and the Council's Health & Safety requirements are all complied with.
21. To undertake other duties that may be required from time to time.

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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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>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.</p> <p>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.</p>	

<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Recognised Social Work Qualification & Registration with Social Work England. • Significant post-qualifying experience as a social worker and previous experience as a practice supervisor in a statutory social work setting that includes having responsibility for high-risk cases and care planning. • Evidence of continuing professional development in line with the Skills and Knowledge Statement for Practice Leaders 	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • A level of knowledge that meets the requirements of the DfE Knowledge and Skills Statement for Child and Family Practitioners and Practice Supervisors. • Accountable for ensuring the highest professional standards and professional conduct. • The ability to interpret data to maximise team performance and service direction. • Knowledge of the requirements of the Assessed and Supported Year in Employment programme and the responsibilities of the Assessor. • Knowledge and awareness of the issues relating to communities from different ethnic and cultural backgrounds and Equal Opportunities. • Understanding and knowledge of the workings of local government including its legal, financial social and political context, political processes and the current issues faced in a multi-cultural area. 	<p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form</p>

<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Experience of delivering and supervising the delivery of high quality interventions to vulnerable children and families with particular emphasis on the service specific area of the role applied for. • Proven experience of maintaining improvements in performance and quality • Experience of supervision of social work practitioners in a statutory social work setting that includes having responsibility for high-risk cases and care planning. • Significant experience of child protection and corporate parenting work with children and families • Experience of chairing meetings including strategy meetings; core group meetings multi-agency professional and child in need meeting • Experience of undertaking practice learning reviews (audits) within the context of a Quality Assurance Framework • Experience of working with residents and service users to improve outcomes for children • Experience of budget management • Demonstrable commitment to diversity issues in both service provision and employment practices and evidenced achievement of positive outcomes. 	<p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p>
<p>SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Able to deliver and supervise relationship based social work that improves outcomes for children. 	<p>Interview/Assessment</p>

<ul style="list-style-type: none"> • Able to develop and sustain intra and inter agency relationships that improve outcomes for children. 	Interview/Assessment
<ul style="list-style-type: none"> • Able to hold accountability for child and family social work practice and its impact on the lives of Newham children 	Interview/Assessment
<ul style="list-style-type: none"> • Able to demonstrate professional and personal integrity and resilience through a problem-solving and constructive approach 	Interview/Assessment
<ul style="list-style-type: none"> • Able to use and apply data and management information to achieve continuous team improvement 	Interview/Assessment
<ul style="list-style-type: none"> • Excellent verbal and written communication skills 	Interview/Assessment
<ul style="list-style-type: none"> • Able to be analytical, view complex issues with clarity and make management decisions that are objective, impartial and evidence based. 	Interview/Assessment
<ul style="list-style-type: none"> • Able to provide reflective supervision to social workers that supports professional growth and development and improves outcomes for children and families. 	Interview/Assessment
<ul style="list-style-type: none"> • Able to manage social workers undertake effective appraisals and support practitioners in their continuous professional development including drafting of performance/practice improvement plans. 	Interview/Assessment
<ul style="list-style-type: none"> • Able to meet the requirements of the ASYE Assessor for newly qualified social workers including the completion of assessment reports. 	Interview/Assessment
<ul style="list-style-type: none"> ▪ Ability to manage and interpret budgetary and financial information. 	Interview/Assessment
<ul style="list-style-type: none"> • 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 	Interview/Assessment

<p>packages at a speed commensurate with the responsibilities of the role.</p>	
<p>OTHER SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Commitment to the provision of a quality family intervention, which safeguards, effects change and promotes equality and partnership with children and parents. • Commitment to upholding and respecting children's' rights, views and feelings. • Commitment to challenge discrimination based on race, gender, religion, sexual orientation or disability. • Willingness and ability to work occasional evenings and weekends to maintain service delivery. • This post is subject to an enhanced DBS check. • This post is exempt from The Rehabilitation of Offenders Act (1974). 	<p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview/Assessment</p> <p>Interview</p> <p>Satisfactory clearance at conditional offer stage.</p> <p>Satisfactory clearance at conditional offer stage.</p>