

# Candidate Applicant Information Pack

**Haringey**  
LONDON

Safeguarding and Social  
are



Children and Young People Services  
2019

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## ***Foreword from Ann Graham Director of Children's Services***

Dear Candidate,

Thank you for your interest in this opportunity.

We believe our children and young people deserve a great start in life, so we take pride in providing the best levels of protection, safeguarding and care. The Vision is that we will work together with families to ensure that every child in Haringey has the very best start in life, including world class education.

Haringey Council continues to develop as an innovative and supportive employer of choice and rewards staff with a competitive salary, excellent benefits including a retention incentive, generous annual leave and a commitment to professional development. For an overview of our service areas, benefits and career development opportunities, please see [here](#).

We hope that the information contained within this pack inspires you to join us and form part of a Children's Services department that puts relationship based practice at the forefront of our vision for achieving positive change.

If you wish to join an ambitious forward thinking employer and share our passion for innovation in child protection, choose Haringey!

**Ann Graham**  
**Director of Children Services**



## **About Haringey Council**

Haringey is a vibrant place to live with excellent transport links to central London and home to institutions of national and international significance, including Tottenham Hotspur and Alexandra Palace.

We are home to some of London's most desirable neighbourhoods with some parts being the most prosperous in the country, while others are currently undergoing exciting redevelopment and regeneration. Given this contrast, our diverse community presents varying needs and places different demands on the Council. It is therefore essential that our services fully reflect Haringey's diverse population and create real opportunities for all.

An overview of the main ways in which our services contribute to Haringey are outlined below:

- Our social care services for children and their families help people by providing services that are tailored to their individual needs and circumstances, helping them to remain both independent and integrated into wider society as far as possible, safeguarding them when necessary
- Our work co-ordinating and supporting schools helps to produce active, engaged citizens for the future, well-equipped to take their places in society and to contribute to economic and social life
- We have a vital role in keeping the Borough moving by maintaining roads and co-ordinating public transport
- We lead the stewardship of the Borough's environment, including disposing of waste, but also working to tackle climate change
- Our public libraries are both a valuable cultural resource and a civic hub, providing communities with the information and resources they need on a wide range of subjects.



## **Safeguarding and Social Care Service**

The Safeguarding and Social Care Service consists of

- Children in Need of Support and Protection
- Children in Care and Placements
- Safeguarding Quality Assurance and Improvement

We are very proud of the work which we carry out in providing the highest levels of protection, safeguarding and care to Children and Families within the London Borough of Haringey. We were the first Local Authority to launch a full Multi-Agency Safeguarding Hub service (MASH) the first of its kind in the UK.

We apply the Signs of Safety Practice Model and this enables us to keep up to date with best practice and to focus on building a strengths based relationship social work model. We recognise that although we have made real progress, we have a lot more work to do in achieving our Vision and Objectives. To be enabled to achieve our Vision and Objectives, we place high value on our employees and recognise the importance of strong supervision support, manageable caseloads and clear career progression pathways. Our employees are our greatest asset and we provide a comprehensive rewards package. Please click [here](#) for an overview of our rewards package.



## **The Opportunity**



### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Team Manager</b>
<b>DIRECTORATE:</b>	<b>Children's Services</b>
<b>GRADE:</b>	<b>PO7 (Plus 2 increments)</b>
<b>RESPONSIBLE TO:</b>	<b>Service Manager/Head of Service</b>
<b>RESPONSIBLE FOR:</b>	<b>A team of up to 7 members of staff</b>

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### **OBJECTIVES OF POST:**

1. To provide management and support which ensures the Team delivers a high quality social work service to children and families, working in partnership with other statutory and third sector organisations.
2. To ensure excellent team management other staff are provided with excellent management, supervision, appraisal and personal development opportunities.
3. To contribute to the development of practice and policy initiatives across children's services.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To be responsible for the management of the Team and ensure that the service provided is of the highest professional standard and is responsive to legislative requirements as well as corporate and national priorities.
2. To be responsible for all the work held within the team and to ensure that it is prioritised and allocated promptly within the available resources.
3. To ensure the team's record keeping is maintained to a high standard and that managerial decisions are taken and recorded promptly within the appropriate frameworks
4. To chair a range of practice meetings, including strategy meeting, core group meetings, monitoring the performance of agreed tasks for all participants.

5. To provide regular, high quality, challenging and reflective supervision of staff within agreed timescales and according to the departmental policy.
6. To be responsible for evaluating staff performance, including conducting probationary assessments, performance appraisals, sickness absence procedures and any other relevant procedures.
7. To promote staff learning and development including practice learning within the team and post-qualifying training for registered social workers and managers.
8. To facilitate and direct as necessary partnership with parents, carers, other professionals and partner agencies to ensure the best outcomes for children and young people.
9. To develop a service consistent with models of partnership working with other agencies, children and their families and to enable children to stay safely at home wherever possible.
10. To work with managers in and across the Children and Young people's Service to ensure children receive a seamless and holistic response to their needs.
11. To authorise, monitor and review financial commitments ensuring they meet children's needs, are within costs limits, adhere to Best Value principles and to contribute to the identification of any resource shortages and efficiencies.
12. To implement the service Business Plan, ensuring that team members are clear about their individual and collective contribution towards achieving the objectives, targets and standards contained within it and to manage performance against these.
13. To participate in quality assurance processes, including audit and review in order to identify and promote best practice.
14. To undertake all work activities ensuring that the Council's policies (including Equalities) are adhered to and that the organisational values are upheld.
15. To ensure that the team undertakes its work in accordance with Health and Safety legislation and Council Policy.
16. To take the lead role for defined areas of service, to deputise for their line manager, to ensure that all decisions are taken at an appropriate level and senior managers informed of identified risk, as and when necessary.
17. To act as a representative of the service in internal and external forums.
18. To undertake any other duties that may be reasonably required and assigned by the service.

## **MAIN CONTACTS**

1. Police and Health service partners

2. Practice Managers and Team Managers across the Children's Service
3. Professionals within Children and Families and across the Children and Young People's Service, including schools and other educational provision
4. Professionals across other Council departments – including OD & HR. and other Local Authorities
5. Voluntary and Third Sector Organisations.



## Person Specification

<b>JOB TITLE:</b>	<b>Team Manager</b>
<b>DIRECTORATE:</b>	<b>Children's Services</b>
<b>GRADE:</b>	<b>PO7 (Plus 2 increments)</b>
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These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the short listing decision will be based on our assessment of you against these criteria.

### **The Person**

They will be responsible for the day to day management of the work allocated to the team and the development of the team and its individual members in the context of the over-arching objectives of the service. They will conduct regular, reflective supervision with staff, be responsible for HR/people-related activity and act as part of the service management team.

### **Abilities/Experiences**

- Significant experience of working within a similar role, including the areas of safeguarding and child protection
- Experience with care leavers and other vulnerable young people, including care leavers who are parents.
- Evidence of good quality practice, consistent with notions of authoritative practice
- Either experience of student/staff supervision and/or evidence of training and learning in supervisory skills and techniques

### **Qualifications**

- Relevant Social Work qualification and HCPC registration

- Evidence of post-qualification continuing professional development

**Desirable:**

- A recognised management qualification or evidence of participation on an organisational leadership or management development programme

**Knowledge & Experience/ Competency**

- Ability to provide leadership to the team
- Ability to plan and manage own and others workload
- Ability to supervise staff, to assess professional competence and enable further professional development in others
- Ability to competently assess and manage risk appropriately
- Good knowledge of child development and significant experience of child protection work
- Good knowledge of all relevant legislation, especially that impacting on care leavers and vulnerable young people
- Good knowledge of thinking and research on children in care and care leavers
- Ability to influence and coach others and to raise the standards of other practitioners
- Ability to support the development of a culture of professional and multi-agency learning and development
- Ability to keep concise and accurate records of management decisions and supervision
- Experience of chairing and recording multi agency meetings.
- Relevant experience of contributing to service strategies, policies and procedures
- Good level of IT skills to include Word, Excel, Internet explorer, e-mail and a thorough understanding of the social work workflow
- Ability to take responsibility for planning and managing own time and the work load of the team, balancing competing demands and meeting objectives and deadlines.
- Ability to implement HR and other council procedures.

- Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies and anti-discriminatory practice.
- Communicates complex issues confidently and clearly both verbally and in writing, with an acknowledgement of the intended audience.
- Works collaboratively with other service and external partners to deliver successful outcomes – developing constructive relationships inside and outside of Haringey
- Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements as relevant to the post

**Personal qualities/ attributes**

- Well organised and able to deliver to deadlines
- Ability to motivate self and others
- Appropriate and effective interpersonal skills
- Ability to work independently whilst retaining a strong team focus

**This position requires the post holder to undergo an enhanced DBS (Disclosing and Barring Service) check.**

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Haringey Council. The Council requires employees to abide by legislation and best practice. This role has been identified as requiring a Disclosure & Barring Service (DBS) check. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Equality and Diversity**

Haringey Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Our Values and Behaviours**



Embedded in methods of operation and approach is the Haringey Council Values and Behaviours. These clearly communicate the method in which we successfully deliver our objectives and ensures all staff share a common purpose.

We want our future employees to reflect the values of:

### ***Human***

- We make it easy to deal with us
- We ask our customers what they think and listen to what they say
- We are aware of our impact on others
- We build trusting relationships
- We are honest and supportive
- We are passionate about difference

### ***Ambitious***

- We compare our performance with the best
- We continuously improve
- We are curious and innovative
- We look for different ways to do things
- We are brave
- We embrace change

### ***Accountable***

- We deal with things without being told
- We keep our promises
- We give credit where credit is due
- We spend taxpayer money as carefully we would our own
- We solve problems
- We all do our fair share

### ***Professional***

- We resolve matters the first time
- We serve others as we wish to be served
- We have the right skills
- We take pride in what we do
- We care about our reputation
- We are business-focused



## **Our Services and Leadership**

The Council is led by the Chief Executive Zina Etheridge and a Senior Management Team who provide leadership to the authority and individual service departments:



The following is the list of the Senior Management Team and their Directorates:

- Director of Housing, Regeneration and Planning: Helen Fisher
- Director of Finance / Interim Chief Finance Officer (Section 151): Jon Warlow
- Director of Children's Service: Ann Graham
- Director Adults and Health: Beverley Tarka
- Director of Environment and Neighbourhoods: Stephen McDonnell
- Director for Customers, Transformation and Resources: Richard Grice

**Thank you for your interest in this role**