

# Job Profile

Position Details	
Post	Team Manager
Directorate	Children and Young People's Services
Service	Children with Additional Needs & Disabilities Children with Disabilities
Reports to	Deputy Head of Service / Head of SEND
Grade	PO7 (Plus 2 increments)
Responsible for	Social Workers, Senior Practitioners and other staff (between 6 and 8 members of staff)

Role Purpose
<ol style="list-style-type: none"> <li>1. To manage, on a day-to-day basis, the operation and delivery of assessment and case management processes, the provision and development of support services to children with a complex disability and their families.</li> <li>2. To provide social work staff across the team with strong leadership, management and support which ensures the Disabled Children's Team DCT delivers a high-quality social work service to children and families with an emphasis on safeguarding; and working in partnership with other statutory and third sector organizations.</li> <li>3. To ensure that the team of Social Workers, Senior Practitioners and other social care staff are provided with excellent management, supervision, appraisal and personal development opportunities.</li> <li>4. To contribute to the development of practice and policy initiatives across children's services.</li> </ol>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To be responsible for the management of the DCT 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.</li> <li>2. To prioritise, allocate and manage the work that comes into the team within agreed timescales, ensuring that staff are deployed, and services directed to meet the needs of the children and families within DCT in the most effective way possible.</li> <li>3. To ensure a culture of safeguarding and child-centered practice is promoted and practiced within the team.</li> </ol>

4. To provide training in and around the service developing expertise and promoting the skills in the team.
5. To provide consultative support to other teams across the service.
6. To ensure the timely transition of children and young people is managed within the agreed processes to maximize their opportunities to receive ongoing services when they become adults.
7. To ensure the team's record keeping is maintained to a high standard and that management oversight and decisions are taken and recorded promptly within the appropriate frameworks.
8. To chair a range of practice meetings, including strategy meetings, some core group meetings, monitoring the performance of agreed tasks for all participants.
9. To provide regular, high quality, challenging and reflective supervision of staff within agreed timescales and according to the departmental policy.
10. To be responsible for evaluating staff performance, including conducting probationary assessments, performance appraisals, sickness absence procedures and any other relevant procedures.
11. To promote staff learning and development including practice learning within the team and post-qualifying training for registered social workers and managers.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. To participate in quality assurance processes, including monthly audits and review in order to identify and promote best practice and ensure that children are safeguarded consistently and within the agreed framework.
18. To undertake all work activities ensuring that the Council's policies (including Equalities) are adhered to and that the organisational values are upheld.

19. To ensure that the team undertakes its work in accordance with Health and Safety legislation and Council Policy.
20. To take the lead role for defined areas of service, to deputize 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.
21. To act as a representative of the service in internal and external forums including the Court arena.
22. To undertake any other duties that may be reasonably required and assigned by the directorate.

#### Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
A minimum of three years post qualifying experience in children's services and especially in the areas of safeguarding and child protection,	E
Experience in supervising / managing court work and overseeing children involved in care proceedings,	E
Evidence of good quality practice, consistent with notions of authoritative practice.	E
Experience of working with Disabled children in a voluntary/third sector or statutory setting.	E
Either experience of staff supervision and/or evidence of training and learning in supervisory skills and techniques.	E
Social Work qualification and HCPC Registration	E
Evidence of post-qualification continuing professional development.	E

Ability to provide leadership to a diverse team group.	E
Ability to plan, organise and manage own and others workload.	E
Ability to supervise staff, to assess professional competence and enable further professional development in others.	E
Ability to competently assess and manage risk.	E
Good knowledge of child development and experience of child protection work, and how to safeguard vulnerable children.	E
Good knowledge of all relevant legislation especially 1989 and 2004 Children Acts.	E
Good knowledge of thinking and research into safeguarding practices and policies.	E
Ability to influence and coach others and to raise the standards of other practitioners.	E
Ability to support the development of a culture of professional and multi-agency learning and development.	E
Ability to ensure that the participation of children and young people and their parents is embedded in all aspects of the team's work.	E
Ability to work closely with schools in relation to strategy and casework.	E
Ability to lead on the promotion of good practice for safeguarding Disabled children.	E
Ability to work using a multi-disciplinary and integrated approach.	E
Ability to promote the skills of the team with their direct communication with Disabled children.	E
Ability to keep concise and accurate records of management decisions and supervision.	E
Experience of chairing and minuting multi-agency meetings.	D
Experience of and involvement in the CAF process and an understanding as to how this process relates to Disabled children.	D
Experience of or understanding of the needs of Disabled children and young people and their families during the various transitions from 0 – 19 years.	E

Significant experience of managing court process, overseeing and quality assuring court statements, attending and presenting at court.	E
Relevant experience of contributing to service strategies, policies and procedures.	E
Ability to keep up to date with models of work, legislation, the Aiming High program and guidance relating to Disabled children and their families.	E
Good level of IT skills to include Word, Excel, Internet explorer, e-mail and a thorough understanding of the ICS system and workflow.	E
Ability to take responsibility for planning and managing own time and the workload of the team, balancing competing demands and meeting objectives and deadlines.	E
Ability to implement HR and other council procedures.	D
Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies and anti-discriminatory practice.	E
Communicates complex issues confidently and clearly both verbally and in writing, with an acknowledgement of the intended audience.	E
Works collaboratively with other service and external partners to deliver successful outcomes – developing constructive relationships inside and outside of Haringey.	E
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.	E

Main Contacts & Other Information	
<u>Main Contacts:</u>	
<ol style="list-style-type: none"> <li>1. Police and Health Service partners.</li> <li>2. Head Teachers across the Special Schools in the borough</li> <li>3. Team Managers and Service Managers across Children's Service.</li> <li>4. Professionals within Children and Families and across the Children and Young People's Service, including schools and other educational provision.</li> <li>5. Professionals across other Council departments, – including OT &amp; HR, and other Local Authorities.</li> <li>6. Voluntary and Third Sector Organisations.</li> </ol>	

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.