

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Assistant Team Manager	
Salary Grade:	Salary: £ 41,675- £44,632	Grade: 13
Hours:	37 hours / week	
Team:	Family Safeguarding Plus (FSP)	
Service Area:	Children's Social Care	
Primary Location:	Variable	
Budget responsibility:	None	
Responsible to:	Team Manager	
Responsible for:	<ul style="list-style-type: none"> • Line management of Children's Practitioners & Social Workers in the FSP teams. • Deputising for the Team Manager, as required. • Managing the Team's duty and assessment function. • Supporting County safeguarding and child protection policies and ensuring that they are adhered to. 	

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

- The post holder will line manage Social Workers and Children's Practitioners.
- The purpose of this job is to help children, young people and families in need of help and protection.
- The post holder will hold supervisory responsibility for some newly qualified social workers supporting and assessing them to meet the requirements of the Council's Assessed & Supported Year in Employment (ASYE) programme.
- The post has lead responsibility for ensuring that the duty and assessment function in FSP teams is managed safely and delivers outcomes effectively and in a timely way.
- The role has no direct budgetary responsibility.

The nature of this post will require flexibility to meet urgent priorities as they arise. This may entail some work outside normal office hours on occasion. The post holder will be expected to adopt a flexible attitude, to undertake a range of tasks in line with the needs of the Service.



Professional standards -

The post holder will be expected to abide by the professional standards required by Social Work England -

<https://www.socialworkengland.org.uk/standards/professional-standards/>

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

1. Responsibility for the allocation and timely progression of new referrals into the team via the duty system, under the direction of the team manager.
2. To support the team manager with performance management to ensure that statutory duties are undertaken in line with key performance targets; to operate within local performance framework and to strive to improve team performance.
3. To play a lead role in improving practice, including the quality of assessments and care planning within the team, leading team meeting discussions and workshops, and updating staff on practice developments and research findings.
4. To ensure timely progression of work with families within the FSP model, ensuring direct reports work in accordance with the model modules and attend group case supervision as required.
5. To lead group case supervision in respect of children and families in the absence of the team manager.
6. To support the team manager with the induction of new staff.
7. To convene and chair multi-agency core group meetings, professionals' meetings, strategy meetings, mapping meetings and planning meetings.
8. To ensure direct reports' effective multi-agency working with partner agencies and adult-facing practitioners in FSP teams.
9. To support social workers with legal casework including pre-proceedings and care proceedings, ensuring the timely submission of social work evidence, timely instruction to LA solicitors, and the timely initiation and progression of pre-proceedings when warranted.
10. To ensure that child and family assessments are completed to a high standard and within proportionate timescales, in accordance with the complexity of presenting needs.
11. To promote consistently high standards of practice across the team that put the needs of children and young people at the forefront of all activity.
12. To ensure robust quality assurance of casework across the team and to participate in the Service's Quality Assurance Framework, undertaking monthly audits and themed audits as required.
13. To support social workers to working in partnership with children and their families.
14. To ensure all children for whom the post holder is responsible for, have a clear care plan to promote their development, wellbeing and protect them from harm.
15. To actively promote anti-discriminatory and anti-oppressive practice and challenge discrimination in the workplace and with service users as and when required.



16. To use the service's electronic communications system, database, spreadsheets, word processing packages and templates competently and promote the use of IT within the team.
17. To ensure a high standard of electronic social care recording for all children.
18. To ensure compliance with local and national procedures for responding to risk of/actual significant harm to children.
19. To ensure that statements for court, child protection conferences and looked after reviews are completed to a consistently high standard, within timescales and evidence the views and wishes of children, families (including absent fathers) and carers.
20. To follow the Service's procedures for the authorisation of care packages, placements, financial expenditure and accommodation of children.
21. To address poor performance in a timely way when required, including the Council's Capability & Disciplinary procedure.
22. To represent and advocate for children, young people to access the services they need.
23. To promote children and young people's participation in all meetings about them.
24. To make full and appropriate use of the Family Group Conferencing process.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria

Assessed By:

Social Work Qualification and registration with Social Work England	
Working knowledge of the Family Safeguarding Model and Motivational Interviewing	
Knowledge of services relevant to children, young people, families, carers, and groups, and knowledge of how to access relevant services	
Knowledge of relevant law, legislation, guidance, policy and procedures in relation to children and families social work.	
Direct experience of the supervision of student social workers, family support staff, and/or social workers.	
Considerable direct experience of safeguarding social work including child protection planning and legal casework.	
Demonstratable commitment to anti-discriminatory and anti-oppressive practice	



Able to demonstrate excellent professional analytical, risk assessment and decision - making skills	
Able to communicate appropriately and effectively with children and young people, adults, and professionals, verbally and in writing.	
Able to effectively use a range of IT systems (Word, Outlook and Children's Services Case Recording Systems)	

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input checked="" type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input checked="" type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input checked="" type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input checked="" type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.	
The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).	
Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)



<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

Employees (Non-managers) Working in the community

Health and Safety Roles and Responsibilities

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the Council's health and safety policies and procedures;
- Ensure risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);



- Ensure reasonable precautions are taken to ensure your own safety when travelling alone or visiting service users at home;
- Check for and risk assess any known and potential hazards before visiting new service users and premises;
- Ensure you leave details of visits and timescales when working away from your office base;
- Ensure that, when not returning to the office from a visit you arrange to confirm the conclusion of that visit with a member of the team or other designated contact;
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies you encounter in your work;
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

