



Coventry City Council

## Job Description

<b>Job Title:</b>	Senior Practitioner	<b>Job Number:</b>	
<b>Service:</b>	Children's Services	<b>Grade:</b>	8
<b>Location:</b>	Citywide		

### Job Purpose:

As a member of Children's Services Management team, to take responsibility for the management and delivery of an effective and efficient service for children, young people and their families. To assist the Operational Lead and Team Manager with the delivery of a professional service, through providing professional supervision. Adhere to the Social Work England code of practice for social workers.

### Main Duties and Responsibilities:

- Have a thorough working knowledge of relevant legislation, national standards, guidance, research, departmental policy and procedures, and institute legal processes where necessary.
- Maintain up to date records of cases using management information systems in accordance with departmental policies and procedures.
- Carry out complex assessments and social work support to departmentally determined professional standards.
- Assist the Team Manager as follows:
  - Offer professional supervision to members of the Team in line with departmental policy.
  - Advise staff within the Team on the proper interpretation of their role and practice in accordance with their position and level of accountability.
  - Assist in undertaking specific development tasks as agreed with the Team Manager.
  - Contribute to examinations of the needs of the service and development of action plans.
  - Contribute to effective communication within the team and support staff meetings.
  - Prepare work for formal supervision under the direction of the Team Manager and keep them informed of potential difficulties.
- To Chair and attend case and other reviews/meetings as required.
- Liaise, and to work jointly, with colleagues and staff from other agencies, as appropriate, and liaise with other agencies on behalf of existing service users.
- To maintain personal and professional training and development to meet the challenging demands of the job.
- As very experienced social workers, senior practitioner/supervisors are expected to:

- Have reached the level of ability where they can operate self-sufficiently (within normal arrangements for management accountability) in the application of relevant legislation, policy, procedures and social work theory.
  - Accept full responsibility for managing a caseload which will include more vulnerable service users and those with particularly complex problems where liberty/safety are at stake.
  - Take full responsibility for the supervision of other staff, NQSW's, students and Social Workers and assist in the achievement of team/service development.
  - Develop specialist skills and concentrate on specific areas of work as required
- The post holder should work flexibly outside office hours including working evenings and weekends to meet the needs of families.
  - To performance manage the team to ensure the service achieves its objectives.
  - Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
  - To comply with Social Work England Code of Practice for social care workers.
  - Any other duties and responsibilities within the range of the salary grade.

**This job description applies to all Senior Practitioner posts within Children's Services. The specific targets, tasks and priorities can be expected to vary between individual teams. Senior Practitioner posts are generic which means that, after initial placement upon appointment, post holders may be required – after personal consultation – to work within Children's Services at any location/team type across the city**

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** Social Workers and other staff, as identified by the Service Manager

**Responsible to:** Team Manager

**Date Reviewed:** January 2012

**Updated:** June 2020



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## Person Specification

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<b>Service:</b>	Children's Services	<b>Grade:</b>	8
<b>Location:</b>	Citywide		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• A thorough knowledge of current children's legislation and national minimum standards affecting Children's Services.</li> </ul>
	<ul style="list-style-type: none"> <li>• A thorough knowledge of Social Care provision.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of assessment methods, care management and casework methods.</li> </ul>
	<ul style="list-style-type: none"> <li>• Understanding of equality issues, particularly within the context of delivering children's services.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Able to undertake assessment of the needs of service users and carers, designing, using reports from other agencies, if necessary, implementing and reviewing care plans accordingly, and ensuring these procedures fully involve social workers.</li> </ul>
	<ul style="list-style-type: none"> <li>• Effective communication skills, ie. face-to-face, using the telephone, and writing complex letters, reports and records. Working under pressure, meeting deadlines and dealing with interruptions</li> </ul>
	<ul style="list-style-type: none"> <li>• Self-organisation skills, including coping with duty and an allocated workload, prioritising tasks to achieve goals and meet deadlines, be self motivate, work autonomously and seek advice when necessary.</li> </ul>
	<ul style="list-style-type: none"> <li>• A commitment to working in an anti-discriminatory and non-judgemental manner.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to follow specific procedures and work within guidelines, using support and supervision appropriately.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.</li> </ul>
	<ul style="list-style-type: none"> <li>• The ability to act on behalf of the Council as an advocate in a formal setting.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to develop and maintain effective relationships with children, young people and families</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to develop and maintain effective relationships with children, young people and families</li> </ul>
	<ul style="list-style-type: none"> <li>• Basic ability to use appropriate information technology software packages</li> </ul>



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	<ul style="list-style-type: none"> <li>• Able to independently manage a complex workload with appropriate supervisory input</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to pursue and progress specialist areas of development/service as required</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to offer professional supervision to social workers and other staff, as required, including matters of staff development and performance</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Carrying out a range of statutory work in child care/child protection</li> </ul>
	<ul style="list-style-type: none"> <li>• Social work with complex children and families including child protection, looked after children and court work</li> </ul>
	<ul style="list-style-type: none"> <li>• Having completed recording/administrative procedures in line with experience</li> </ul>
	<ul style="list-style-type: none"> <li>• Team membership and participation</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrable experience of managing court processes.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of relevant supervisory and management training.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of working effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of working independently to interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of being able to identify and respond to needs of clients which may be difficult</li> </ul>
	<ul style="list-style-type: none"> <li>• To use enabling approaches whenever possible</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrable experience of the use of a range of evidence-based interventions to effect change with families.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of incorporating research into social work practice</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Dip SW, CSS or CQSW, or a CCETSW validated equivalent from another country.</li> </ul>
	<ul style="list-style-type: none"> <li>• Social Work England Registered</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>
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**Date Reviewed:** January 2012

**Updated:** June 2020