

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Leaving Care Team Leader - UASC
<b>Grade</b>	8
<b>Service</b>	Through Care
<b>Reports to</b>	Operational Lead
<b>Location</b>	Broadgate House
<b>Job Evaluation Code</b>	





## About the Service your team will provide

### Purpose of the role / Output

As a member of Children's Services Management team, UASC Team Leaders are to take responsibility for the management and delivery of an effective and efficient service for UASC 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 to social workers and personal advisers. Adhere to the Social Work England Professional Standards.

The post holder will also monitor and supervise a caseload of the most complex cases in children's services. You will provide coaching, mentoring and support to Newly Qualified Social Workers (NQSWS) as well as experienced Social Workers. Providing guidance, support and professional wisdom in situations of high complexity

## Main Duties & Key Accountabilities

The Leaving Care Team Leader will:

1. Have a thorough working knowledge of relevant legislation, national standards, guidance, research, departmental policy and procedures, and institute legal processes where necessary.
2. Maintain up to date records of casework using management information systems in accordance with departmental policies and procedures.
3. Provide expertise and professional excellence in a specialist field acting as a resource to the team and department to develop practice, engage in research and evaluation of practice.
4. Carry out complex assessments and social work support to departmentally determined professional standards.
5. Assist the Team Manager as follows:
  - Offer professional supervision to members of the team in line with departmental policy.
  - Advise staff 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 Operational Lead.
  - 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.
  - Have line management responsibility for UASC Personal Advisers (PAs) and leaving care side of Through Care service.
  - Provide formal supervision to the UASC social worker under the direction of Team Managers.

6. To chair and attend reviews/meetings as required including chair or UASC panel.
7. Liaise and work jointly with colleagues and staff from other agencies as appropriate.
8. To maintain personal and professional training and development to meet the challenging demands of the job.
9. As a very experienced social worker the UASC Team Leader is 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 the UASC PA overseeing all of their casework and authorising relevant finances in line with financial policy.
  - Provide supervision to UASC social worker and support social work staff within the team with more complex work.
  - Lead on development of group supervision and staff development within the service.
10. The post holder should work flexibly outside office hours including working evenings and weekends to meet the needs of children and young people. families.
11. To manage the team performance to ensure the service achieves its objectives in line with statutory requirements.
12. Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
13. To contribute to Through Care management team and play role in recruitment and retention of staff.
14. To comply with the Social Work England Professional Standards.
15. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Health Police Education DWP	<b>Internal</b> Childrens Services Youth Justice Systems
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

### Personal Advisers



## Person specification

<b>Job Evaluation Code</b>	
<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> <li>• A thorough knowledge of Social Care provision.</li> <li>• Knowledge of assessment methods, care management and casework methods.</li> <li>• Knowledge of working with young people leaving care and relevant legislation.</li> <li>• Knowledge of good equal opportunity policy and practice in relation to children's social care</li> <li>• Knowledge of Immigration and Nationality Policy for Asylum Seekers, Coventry UASC policy and procedures, Human Rights Act 2000 and other related legislation/ Government Guidance relating to unaccompanied asylum seeking children</li> <li>• Knowledge of Age Assessment Guidance, Human Rights Assessment Guidance and Information Sharing Guidance for UASC and Merton Compliance</li> <li>• A working knowledge of the National Transfer Scheme Protocol for Unaccompanied Asylum Seeking Children</li> <li>• A working knowledge of the range of issues that unaccompanied asylum seeking children might expect to face and the legal framework (in particular the 1989 Children Act and Children (Leaving Care) Act 2000</li> <li>• Knowledge of the range of services provide by colleagues; teams and other organisations for unaccompanied asylum seeking children</li> <li>•</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> <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> <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> <li>• A commitment to working in an anti-discriminatory and non-judgemental manner</li> <li>• Able to follow specific procedures and work within guidelines, using support and supervision appropriately.</li> <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> <li>• The ability to act on behalf of the Council as an advocate in a formal setting.</li> <li>• Ability to work well with colleagues, including managers, as a member of a team</li> <li>• Ability to develop and maintain effective relationships with children, young people and families</li> <li>• Basic ability to use appropriate information technology software packages</li> <li>• Skilled in managing, supporting, developing and motivating appropriate staff.</li> </ul>	

- Able to pursue and progress specialist areas of development/service as required.
- Able to offer professional supervision to personal advisers and other staff, as required, including matters of staff development and performance.

### Experience

- Carrying out a range of statutory work in child care/child protection.
- Social work with complex children and families including child protection, looked after children and court work
- Having completed recording/administrative procedures in line with experience.
- Team membership and participation.
- Of relevant supervisory and management training.
- Of working effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information.
- Of working independently to interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format.
- Of being able to identify and respond to needs of clients which may be difficult
- To use enabling approaches whenever possible.
- Demonstrable experience of the use of a range of evidence based interventions to effect change with families.
- Of incorporating research into social work practice.
- Of working with young people
- Of leading areas of development

### Qualifications

- Dip SW, CSS or CQSW, or a CCETSW validated equivalent from another country.
- Registration with Social Work England

### Special Requirements

- 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).

<b>Date Created</b>	July 2021	<b>Date Reviewed</b>	February 2024
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