



Coventry City Council

## Job Description

<b>Job Title:</b>	Consultant Social Worker - Coventry Frontline	<b>Job Number:</b>	
<b>Service Area:</b>	Area Social Work Teams	<b>Post Number:</b>	8
<b>Service:</b>	Children's Services	<b>Grade:</b>	
<b>Location:</b>	Coundon		

### Job Purpose:

As a Practice Leader the post holder will have management and day to day responsibility for a Frontline Social Work Unit, supervising the four participants and the workflow and allocation of case work coming into the unit. As a Practice Expert supporting participants to apply the practice models they have learnt (systemic approach; social learning theory and motivational interviewing) in case discussions and direct work and observing participants in direct work, giving developmental feedback and assessing and grading the practice observed.

### Main Duties and Responsibilities:

- Model good & outstanding social work practice & skills to Frontline programme participants
- Manage a complex caseload with a degree of autonomy in carrying out effective intervention delivery. This will include: Child in Need, Child Protection and Looked after Children cases.
- 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 the recording guidance, departmental policies and procedures.
- Carry out complex assessments and social work support to departmentally determined professional standards. Including writing coherent, comprehensive, accurate and analytical records, court statements and reports.
- Provide support & guidance to Frontline programme participants to promote good practice in their caseload/work activity. Including: co-working, modelling, coaching and mentoring and demonstrating practice leadership by setting out a vision with families, coordinating professional networks toward a common goal, and working effectively with conflict.
- Create good learning opportunities for Frontline programme participants by identifying appropriate cases.
- Regularly observe the participants in their direct work with families, giving developmental feedback, assessing and grading the practice observed.
- Prepare progress review reports on each participant in January and July each year, providing evidence and analysis of their progress through the programme.
- Have management responsibility for the unit, with management and day to day responsibility of the participants in the local authority managing the workflow and allocation of case work coming into the unit.

- Lead the weekly unit meetings which incorporate systemic thinking about family cases, encourage the participants to hold multiple hypotheses, encourage peer challenge and critical reflection in decision making.
- Hold regular one-to-one supervision sessions with participants, encouraging reflexive practice and self-awareness.
- Support the participants to apply the practice models they have learnt (systemic approach; social learning theory and motivational interviewing) in case discussions and work with children and families.
- In conjunction with Frontline, organise the logistics and planning required for the participant unit to operate smoothly, planning the arrangements & learning opportunities for four participants over the course of year.
- Utilise ongoing support and advice from a practice tutor to deliver a bespoke curriculum within the unit.
- Contribute towards wider service improvement within the local authority, supporting the Frontline unit to contribute towards developments in social work practice across Coventry, influencing and shaping local practice education.
- Make pro-active use of line management supervision to extend effective practice, reflection and career development and to meet the objectives of Professional Development Reviews and Appraisals.
- Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision, utilising one-to-one coaching and mentoring from a practice tutor to think and reflect.
- To comply and meet the requirements of the Professional Capabilities Framework at the Advanced level, and of registration with Social Work England) in respect of practice standards, conduct and professional development for social workers.
- Any other duties and responsibilities within the range of the salary grade.

**The above duties and responsibilities have been created with sight of the Professional Capability Framework – Advanced Level. Link: <https://www.basw.co.uk/pcf/PCF03AdvancedLevelCapabilities.pdf>**

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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:** Frontline Participants

**Responsible to:** Operational Lead

**Date reviewed:** April 2020



Coventry City Council

## Person Specification

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<b>Service Area:</b>	Area Social Work Teams	<b>Post Number:</b>	
<b>Service:</b>	Children's Services	<b>Grade:</b>	
<b>Location:</b>	Coundon		

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 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>• Understanding of the children's Social Work Knowledge and Skills Statement.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of assessment methods, care management and casework methods &amp; the use of evidence-based models</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>• A proven track record of consistently high standards of practice and evidence of ability to take on the most difficult and complex cases.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to use judgment to expose participants to increasingly complex and varied casework at the appropriate level, increasing their autonomy as they demonstrate progress</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to communicate to &amp; work in partnership with children and families building effective relationships to elicit their needs and views and promote participation in decision making. Communicate effectively in highly charged, complex or challenging circumstances.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to undertake assessments in accordance with statutory/regulatory and operational standards, policy, and procedures for the service.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to critically evaluate information in the context of risk, understanding the significance of evidence &amp; intuition in decision making.</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrable ability in writing coherent, comprehensive, accurate and analytical records, court statements and reports.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to plan, implement and review a range of interventions for service users in accordance with statutory/regulatory and operational standards, policy and procedures for the service, applying evidence-based models and theory to support practice in complex and changing circumstances.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain accurate, up to date records safely and confidentially in accordance with the Council's policies and procedures, providing clear &amp; comprehensive analysis of the rationale for why &amp; how decisions have been made.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to hypothesise to evaluate and analyse using recording &amp; information systems to people make sense &amp; make decisions.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to use observation &amp; communication skills to confidently provide analytical, constructive feedback &amp; challenge to others to develop their practice.</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrate through a portfolio of work that you meet the Practice Educator Professional Standards (Stage 2).</li> </ul>
	<ul style="list-style-type: none"> <li>• Self-reflective &amp; aware of own strengths &amp; areas for development and able to use critical feedback</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Social work with children and families including child protection, looked after children and court work practice.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of working in a team setting.</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrable experience of using evidence based models to assess risk &amp; support decision making and to effect change with families.</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 through negotiation and giving or 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>• Demonstrable experience of the use of a range of evidence based interventions to develop multiple hypotheses, make sense to families and help make decisions about what action to take.</li> </ul>
	<ul style="list-style-type: none"> <li>• Of incorporating and using research into social work practice.</li> <li>• Of supervising social work students</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Degree/MA in Social Work, Dip SW, CSS or CQSW, or a Social Work England validated equivalent from another country.</li> </ul>
	<ul style="list-style-type: none"> <li>• Social Work England registered.</li> </ul>
	<ul style="list-style-type: none"> <li>• To have completed relevant Post Qualification and Practice Education awards, or be willing to work towards them</li> </ul>

<b>Special Requirements:</b>	<p>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).</p>
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**Date Reviewed:** April 2020