**Job Description and Person Specification**

Senior Practitioner

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| **Job Details** | |
| **Grade** | 8 |
| **Service** | Childrens Services |
| **Location** | Coventry |
| **Job Evaluation Code** | L3627D |

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| **Coventry City Council Values** |
| We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:  **Open and fair**: We are open, fair and transparent.  **Nurture and develop**: We encourage a culture where everyone is supported to do and be the best they can be.  **Engage and empower**: We engage with our residents and empower our employees to enable them to do the right thing.  **Create and innovate**: We embrace new ways of working to continuously improve the services we offer.  **Own and be accountable**: We work together to make the right decisions and deliver the best services for our residents.  **Value and respect**: We put diversity and inclusion at the heart of all we do. |

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| **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. |

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| **Key Responsibilities and Accountabilities** |
| 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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| **Key Relationships** | | | |
| External: | Health  Education  Police  Probation  Housing Other Local Authorities  Charities including third sector agencies | Internal: | MASH Partners  Area Social Worker Teams  Early Help Colleagues  Youth Justice Service  Through Care  Human Resources  LADO  Adults Services |

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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. * attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. * any other duties and responsibilities within the range of the salary grade. |

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| **Responsible for** |
| Staff managed by postholder: To be advised |

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| **Person Specification** | |
| **Requirements** | |
| Knowledge | A thorough knowledge of current children's legislation and national minimum standards affecting Children’s Services. |
| Knowledge | A thorough knowledge of Social Care provision. |
| Knowledge | Knowledge of assessment methods, care management and casework methods.  Understanding of equality issues, particularly within the context of delivering children’s services. |
| Skills And Ability | 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. |
| Skills And Ability | 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. |
| Skills And Ability | Self-organisation skills, including coping with duty and an allocated workload, prioritising tasks to achieve goals and meet deadlines, be self-motivated, work autonomously and seek advice when necessary.  A commitment to working in an anti-discriminatory and non-judgemental manner.  Able to follow specific procedures and work within guidelines, using support and supervision appropriately.  Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.  The ability to act on behalf of the Council as an advocate in a formal setting.  Ability to develop and maintain effective relationships with children, young people and families.  Basic ability to use appropriate information technology software packages.  Able to independently manage a complex workload with appropriate supervisory input.  Able to pursue and progress specialist areas of development/service as required.  Able to offer professional supervision to social workers and other staff, as required, including matters of staff development and performance. |
| Experience | Carrying out a range of statutory work in childcare/child protection. |
| Experience | Social work with complex children and families including child protection, looked after children and court work. |
| Experience | Having completed recording/administrative procedures in line with experience.  Team membership and participation.  Demonstrable experience of managing court processes.  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. |
| Qualification | Dip SW, CSS or CQSW, or a CCETSW validated equivalent from another country.  Social Work England Registered. |
| 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). |

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| **Disclosure and Barring Service (DBS)** | | | |
| Does the role require a DBS check? Yes  [Find out which DBS check is right for your employee - GOV.UK](https://www.gov.uk/find-out-dbs-check) | | | |
| And if so, which type? Enhanced Check | | | |
| Basic Check | Standard Check | Enhanced Check | Enhanced + barred list check |

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| **Declaration** | | | |
| Date Created | October 2022 | | |
| Date Reviewed | March 2025 |  |  |

**Types of DBS checks**

**Basic check - £21.50**

The basic check can be used for any position or purpose. A basic certificate will contain details of convictions and cautions from the Police National Computer (PNC) that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.

**Standard check - £21.50**

The standard check is available for duties, positions and licences included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975, for example, court officers, employment within a prison, and Security Industry Authority (SIA) licences.

A standard level certificate contains details of all spent and unspent convictions and adult cautions from the Police National Computer (PNC) which have not been [filtered in line with legislation](https://www.gov.uk/government/collections/dbs-filtering-guidance).

**Enhanced check - £49.50**

The enhanced check is available for specific duties, positions and licences included in both the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and the Police Act 1997 (Criminal Records) regulations, for example, regularly caring for, training, supervising or being solely in charge of children, specified activities with adults in receipt of health care or social care services and applicants for gaming and lottery licences.

An enhanced level certificate contains the same PNC information as the standard level certificate but also includes a check of information held by police forces.

**Enhanced with a barred list check - £49.50**

The enhanced check with barred list check(s) is only available for those individuals who are carrying out regulated activity and a small number of positions listed in Police Act 1997 (Criminal Records) regulations, for example, prospective adoptive parents and taxi and Private Hire Vehicle (PHV) licences.

An enhanced level certificate with barred list check(s) contains the same PNC information and check of information held by police forces as an enhanced level check but in addition will check against the [children’s and/or adult’s barred lists](https://www.gov.uk/disclosure-barring-service-check/dbs-barred-lists).

If your application includes a request to check the barred list(s) the DBS has a statutory duty to consider any information that suggests you may pose a risk of harm. We will write to you if you are affected.