



Coventry City Council

Job Description

Job Title:	Senior Practitioner	Job Number:	
Service:	Children's Services–Emergency Duty Team	Grade:	8
Location:	City Wide		

Our 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.

Job Purpose:

As a member of Children's Services Management Team, you will take responsibility for the management and delivery of an effective and efficient service for children, young people and their families. You will assist the Team Manager with the delivery of a professional service, through providing professional supervision of social workers and children and families staff.

Main Duties and Responsibilities:

1. Undertake emergency duties in relation to safeguarding concerns that transpire out of hours using a child focused approach in accordance with agreed statutory and directorate procedures.
2. To provide advice to other professionals out of hours when dealing with emergency safeguarding concerns.
3. On the basis of assessed needs and risks and, using a child focused approach, devise and implement safety plans to manage the risk until normal working hours.
4. Have a thorough working knowledge of relevant legislation, national standards, guidance, research, departmental policy and procedures, and institute legal processes where necessary.
5. Maintain up to date records of cases using management information systems in accordance with departmental policies and procedures.
6. Apply concepts of holistic assessment of professional capability in contributing to appraisals and staff development.
7. Assist the Team Managers as follows:
 - Provide reflective individual and/or group supervision to sessional workers as and when required, working in partnership with the Team Manager and 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.
 - Contribute to effective communication within the team and support staff meetings.

- Prepare work for formal supervision under the direction of the Team Manager or Operational Lead and keep them informed of potential difficulties.
8. To chair strategy meetings with partner agencies to ensure safety planning for children who have suffered or likely to suffer significant harm.
 9. 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.
 10. To maintain personal and professional training and development to meet the challenging demands of the job.
 11. 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 situations out of hours 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.
 - Assist in undertaking specific development tasks as agreed with the Team Manager/Operational Lead.
 - Contribute to audits of practice and learning through quality assurance.
 - Contribute to the needs of the service and development of action plans.
 - Any other duties and responsibilities within the range of the salary grade.

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 Workforce Diversity and Inclusion Policy.

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

Responsible for: Sessional Workers and other staff, as identified by the Team Manager/Operational Lead

Responsible to: Team Manager

Date Reviewed:

Updated: January 2022



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Person Specification

Job Title:	Senior Practitioner	Job Number:	
Directorate:	People Directorate	Post Number:	
Service:	Children's Service-Emergency Duty Team	Grade:	8
Location:	City Wide		

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

Skills and Abilities:	<ul style="list-style-type: none">• 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.
	<ul style="list-style-type: none">• Use solution focused approaches to promote best outcomes for children, young people and their families
	<ul style="list-style-type: none">• Effective communication skills, i.e. face-to-face, using the telephone, and writing complex letters, reports and records. Working under pressure, meeting deadlines and dealing with interruptions
	<ul style="list-style-type: none">• 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.
	<ul style="list-style-type: none">• A commitment to working in an anti-discriminatory and non-judgemental manner.
	<ul style="list-style-type: none">• Able to follow specific procedures and work within guidelines, using support and supervision appropriately.
	<ul style="list-style-type: none">• Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.
	<ul style="list-style-type: none">• The ability to act on behalf of the Council as an advocate in a formal setting.



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	<ul style="list-style-type: none"> • Ability to incorporate research and apply this into social work practice.
	<ul style="list-style-type: none"> • Ability to use appropriate information technology software packages.

Experience:	<ul style="list-style-type: none"> • Minimum of 3 years post qualifying statutory social work with children, young people and their families.
	<ul style="list-style-type: none"> • Ability to work well with colleagues, including managers, as a member of a team
	<ul style="list-style-type: none"> • Ability to develop and maintain effective relationships with children, young people and families.
	<ul style="list-style-type: none"> • Skilled in managing, supporting, developing and motivating staff.
	<ul style="list-style-type: none"> • Able to independently manage a complex workload with appropriate supervisory input.
	<ul style="list-style-type: none"> • Significant experience of managing court processes.
	<ul style="list-style-type: none"> • Able to pursue and progress specialist areas of development/service as required.
	<ul style="list-style-type: none"> • Carrying out a range of statutory work in children in need/child protection and looked after children's services.
	<ul style="list-style-type: none"> • Social work with complex children and families including child protection, looked after children and court work
	<ul style="list-style-type: none"> • Having completed recording/administrative procedures in line with experience.
	<ul style="list-style-type: none"> • Demonstrable experience of the use of a range of evidence based interventions to effect change with families.
	<ul style="list-style-type: none"> • Of incorporating research into social work practice.
	<ul style="list-style-type: none"> • Able to offer professional supervision to social workers and other staff, as required, including matters of staff development and performance
	<ul style="list-style-type: none"> • Team membership and participation.

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

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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Date Reviewed: August 2019

Updated: August 2019