



Job Description and Person Specification

Team Leader – Adult Social Care

Job Details	
Grade	8
Service	Adult Social Care
Location	Friargate
Job Evaluation Code	

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.

Job Purpose
Purpose of the role is to lead the team, providing supervision and guidance for the management of cases that fall within the scope of the Transforming Care Programme. Liaise with health colleagues and respond to the needs of the individuals who meet this criteria. To work in partnership with senior managers and others to facilitate the development of Transforming Care and mental health approaches in adult disability services.

Main Duties & Key Accountabilities

To support the Transforming Care programme (TCP) and casework associated with admission avoidance and effective discharge of adults or those in transition.

Attend relevant meetings associated with the TCP establishing productive partnership relationships that support continuous support

To facilitate and support the professional development of social care staff by providing professional supervision and mentoring and undertaking annual appraisals.

Provide a clear and responsive practice leadership role within the service including modelling best practice, mentoring staff and promoting the highest professional standards

Manage the performance of staff in collaboration with the Service Manager, including the design, implementation, monitoring and review of practice improvement action plans for individuals and groups of staff.

Support with the management of safeguarding concerns and enquiries in the role of a manager.

Be familiar with and implement the processes and policies that underpin practice, behaviour and conduct at work.

To investigate service user and carer complaints.

To be involved in the recruitment and retention of staff.

Any other duties as required in the carrying out of your role.

Key Relationships

External:	Health Partners, ICB and Trust	Internal:	Allied teams, ie mental health, commissioning, brokerage, intake etc.
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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.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

The oversight and management of the Local Authority Transforming Care Programme duties undertaken collaboratively with health colleagues.

Person Specification

Requirements

Knowledge	Key legislation and policies in relation to adults with learning disabilities and mental health diagnoses.
Knowledge	Qualified AMHP, BIA or PE.
Knowledge	Understanding of the range of service users' needs and the range of provision to meet those needs.
Skills And Ability	Responding to working in crisis situations and the assessment and management of risk.
Skills And Ability	Effective communication skills - verbally and in writing, eg. complex letters, reports, supervision records, etc.
Skills And Ability	Supervision and leadership skills to support and lead the team effectively and professionally.
Experience	Experience of working with clients subject to sections of the MHA (1983) for hospital discharge and admission avoidance.

Experience	Experience of working with complex situations collaboratively with health colleagues.
Experience	Experience of supervising or mentoring staff to support their learning and progression.
Qualification	Qualified Social Worker, registered with Social Work England
Special Requirements	Qualified as either a BIA, AMHP or PE.

Declaration			
Reviewed/Created By:	V Handley		
Job Title:	Service Manager	Date:	06.5.2025