



Coventry City Council

Job Description

Post:	Practice Educator	Job Number:	
Service:	Childrens Services	Post Number:	
Location:	Coventry Childrens Social Work Academy and Area Teams	Grade:	8

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:

To contribute to the development and retention of social workers through the provision of training, research, learning and assessment.

To oversee and manage the learning and development of assigned staff/social work students within the designated team/service.

To develop an area of specialism in respect of learning, research and/or service improvement for the Directorate.

Main Duties and Responsibilities:

- To directly support the learning and development of Newly Qualified (NQSW) and Experienced) Social Workers within Social Work Academy and Area Teams to ensure they complete their learning and development requirements Assessed and Supported Year of Employment/National Accreditation System.
- To provide practice learning opportunities for social work students within the team setting.
- To contribute to the development and delivery of Social Work post-qualifying programmes and Continuing Professional Development (CPD) as required.
- To contribute to the annual Children's Services Workforce Training Programme by direct delivery where appropriate and by undertaking evaluations of learning and practice of social workers.
- To ensure social workers and students' knowledge, skills, values and competency in social work incorporate the philosophy and practice of anti-discrimination (especially in relation to race, gender, age, disability, class and sexual orientation).
- To plan joint induction sessions and some group supervision sessions where required for NQSW, Experienced staff and students in the Children's Services.
- To undertake and lead learning and development activities to support and develop and improve social work practice with Children, Young People and their Families
- To support and carry out quality audits of practice assessors' work.
- To help teams prepare for hosting students and to support situations where difficulties arise.
- To offer a consultancy service to other practice educators/teachers and work place supervisors.
- To contribute to the recruitment and training of practice assessors, mentors and work place supervisors.

- To identify CPD requirements of staff in the service area, and support Social Workers with National Assessment and Accreditation frameworks.
- To contribute to the development of policy in relation to practice education in the directorate.
- To work in partnership with other agencies such as, HEIs, Social Work England, Government bodies and other LAs.
- To act as assessor and mentor for staff undertaking Practice Education Programmes or equivalent.
- To coordinate the placements of social work students in practice learning settings within the directorate.
- To ensure appropriate records are made and maintained in relation to staff development, supervision, training, evaluations, finance, etc
- 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: The learning and development of NQSWs, Experienced Social Work staff and social work students

Responsible to: Principal Social Worker

Date Reviewed: November 2019



Coventry City Council

Person Specification

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Location:	Coventry Childrens Social Work Academy and Area Teams	Grade:	8

Area	Description
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Knowledge:	<ul style="list-style-type: none">Substantial knowledge of social work practice with Children, including theory, government initiatives, law and current research
	<ul style="list-style-type: none">Knowledge of Social work's code of practice and registration issues.
	<ul style="list-style-type: none">Substantial knowledge of learning styles, teaching and assessment methods.
	<ul style="list-style-type: none">Sound knowledge of AOP and ADP issues, national and local policies and how they affect service users and students.
	<ul style="list-style-type: none">Substantial knowledge of the requirements of the social work degree (including PCF and Knowledge and Skills Statements for Statutory Children and Families Social Work), NQSW and Professional Practice Standards.

Skills and Abilities:	<ul style="list-style-type: none">High standard supervisory skills applicable to staff and students.
	<ul style="list-style-type: none">Effective and high level communication skills, including advanced literacy skills.
	<ul style="list-style-type: none">Effective organisational and workload management skills.
	<ul style="list-style-type: none">Assessment and evaluation skills.
	<ul style="list-style-type: none">Ability to work as a member of a wider team of Practice Educators whilst based in the social work academy.
	<ul style="list-style-type: none">IT skills including producing word documents and understanding and updating spreadsheets.
	<ul style="list-style-type: none">The ability to disseminate good practice and cascade learning into teams.
	<ul style="list-style-type: none">Demonstrate evidence of enabling learning with individuals and groups.
	<ul style="list-style-type: none">Effective presentation skills including delivery of group supervision and where applicable, training and reflective practice.

Experience:	<ul style="list-style-type: none">Substantial experience working as a qualified social worker.
	<ul style="list-style-type: none">Substantial experience of teaching and assessing social work students and/or social workers.

Educational:	<ul style="list-style-type: none">Social Work Degree/Masters in Social Work/Diploma in Social Work or equivalent.
	<ul style="list-style-type: none">GSCC Practice Teacher Award or equivalent.

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| | <ul style="list-style-type: none">• Registered Social Work England Social Worker |
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Special Requirements:	<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> <p>This Authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.</p>
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Date Reviewed: November 2019

Updated: