

Job Description

Job Title: Practice Educator

Job Number:

Service: Children's Services

Grade: 8

Location: Coventry Children's Social Work Academy and Area Teams

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:

1. 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.
2. To provide practice learning opportunities for social work students within the team setting.
3. To contribute to the development and delivery of Social Work post-qualifying programmes and Continuing Professional Development (CPD) as required.
4. 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.
5. 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).
6. To plan joint induction sessions and some group supervision sessions where required for NQSW, Experienced staff and students in the Children's Services.
7. To undertake and lead learning and development activities to support and develop and improve social work practice with Children, Young People and their Families
8. To support and carry out quality audits of practice assessors' work.
9. To help teams prepare for hosting students and to support situations where difficulties arise.
10. To offer a consultancy service to other practice educators/teachers and work place supervisors.

11. To contribute to the recruitment and training of practice assessors, mentors and work place supervisors.
12. To identify CPD requirements of staff in the service area, and support Social Workers with National Assessment and Accreditation frameworks.
13. To contribute to the development of policy in relation to practice education in the directorate.
14. To work in partnership with other agencies such as, HEIs, Social Work England, Government bodies and other LAs.
15. To act as assessor and mentor for staff undertaking Practice Education Programmes or equivalent.
16. To coordinate the placements of social work students in practice learning settings within the directorate.
17. 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.

All Employees

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.

Managers and Supervisors

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures.
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment.
- To report all accidents, incidents and near miss events, undertake and investigation into the cause and take appropriate remedial action to prevent recurrence.

All Employees

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.

Managers and Supervisors

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 inform, instruct, train, supervise and communicate with employees and provide them with copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty.
- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies.

Post holder will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which involve processing of any personal data must be undertaken in line with the Council's Data Protection policy.

Responsible for: The learning and development of NQSWs, Experienced Social Work staff and social work students

Responsible to: Principal Social Worker

Date Reviewed: 16th November 2019

Updated: 18th November 2019

Person Specification

Job Title:	Professional Practice Educator	Job Number:	L3905D
Directorate:	People	Post Number:	1017866
Service:	Children's Services	Grade:	8
Location:	Areas Social Work Teams		

Area	Description
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Knowledge:	Substantial knowledge of social work practice with Children, including theory, government initiatives, law and current research.
	Knowledge of Social work's code of practice and registration issues.
	Substantial knowledge of learning styles, teaching and assessment methods.
	Sound knowledge of AOP and ADP issues, national and local policies and how they affect service users and students.
	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.
	Sound knowledge of local, regional and national developments, policy and research relating to social work, practice learning and professional accreditation and capability frameworks.

Skills and Abilities:	High standard supervisory skills applicable to staff and students.
	Effective and high level communication skills, including advanced literacy skills.
	Effective organisational and workload management skills.
	Assessment and evaluation skills.
	Ability to work as a member of a wider team of Practice Educators whilst based in the social work academy.
	IT skills including producing word documents and understanding and updating spreadsheets.
	The ability to disseminate good practice and cascade learning into teams.
	Demonstrate evidence of enabling learning with individuals and groups.
	Effective presentation skills including delivery of group supervision and where applicable, training and reflective practice.

Experience:	Substantial experience working as a qualified social worker.
	Substantial experience of teaching and assessing social work students and/or social workers.

Educational:	Social Work Degree/Masters in Social Work/Diploma in Social Work or equivalent.
	GSCC Practice Teacher Award or equivalent.
	Registered SWE social worker.
Special Requirements:	<ul style="list-style-type: none"> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.