

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Senior Practitioner		
<b>Grade</b>	8		
<b>Service</b>	Childrens Services		
<b>Reports to</b>	Team Manager		
<b>Location</b>	Coventry		
<b>Job Evaluation Code</b>	L3627D	<b>Job Family</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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:



## About the Service your team will provide

### Purpose of the role / Output

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.

## Main Duties & Key Accountabilities

### Core Knowledge

- 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**

## Key relationships

External	Internal
Health Education Police Probation Housing Other Local Authorities Charities including third sector agencies CAFCASS	All service areas in Childrens Services Human Resources LADO Adults Services

## 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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

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<b>Knowledge</b>			
A thorough knowledge of current children's legislation and national minimum standards affecting Children's Services.			
A thorough knowledge of Social Care provision.			
Knowledge of assessment methods, care management and casework methods.			
Understanding of equality issues, particularly within the context of delivering children's services.			
<b>Skills and Abilities</b>			
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			
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			
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			
<b>Experience</b>			
Carrying out a range of statutory work in childcare/child protection			



Social work with complex children and families including child protection, looked after children and court work
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
<b>Qualifications</b>
Dip SW, CSS or CQSW, or a CCETSW validated equivalent from another country.
Social Work England Registered
<b>Special Requirements</b>
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).

<b>Date Created</b>	October 2022	<b>Date Reviewed</b>	October 2022
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