

Job Description and Person Specification



Job Description

Job Title	Leaving Care Team Leader
Grade	8
Service	Through Care
Reports to	Operational Lead
Location	Broadgate House
Job Evaluation Code	



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 diverse 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, Leaving Care Team Leaders are 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 Professional Standards.

Main Duties & Key Accountabilities

The Leaving Care Team Leader will:

1. Have a thorough working knowledge of relevant legislation, national standards, guidance, research, departmental policy and procedures, and institute legal processes where necessary.
2. Maintain up to date records of casework using management information systems in accordance with departmental policies and procedures.
3. Carry out complex assessments and social work support to departmentally determined professional standards.
4. Assist the Team Manager as follows:
 - Offer professional supervision to members of the team in line with departmental policy.
 - Advise staff 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 Operational Lead.
 - 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.
 - Have line management responsibility for Personal Advisers (PAs) and leaving care side of Through Care service.
 - Prepare work for formal supervision under the direction of Team Managers and keep them informed of potential difficulties.
5. To chair and attend reviews/meetings as required.
6. Liaise and work jointly with colleagues and staff from other agencies as appropriate.
7. To maintain personal and professional training and development to meet the challenging demands of the job.

8. As very experienced social workers, Leaving Care Team Leaders 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 team of PAs overseeing all of their casework and authorising relevant finances in line with financial policy.
 - Support social work staff within the team with more complex work.
 - Lead on development of group supervision and staff development within the service.
 - Take full responsibility for the supervision of PAs and assist in team/service development.
 - Develop specialist skills and concentrate on specific areas of project work as required.
9. The post holder should work flexibly outside office hours including working evenings and weekends to meet the needs of children and young people.
10. To manage the team performance to ensure the service achieves its objectives in line with statutory requirements.
11. Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
12. Deputise for Team Managers as appropriate.
13. To contribute to Through Care management team and play role in recruitment and retention of staff.
14. To comply with the Social Work England Professional Standards.
15. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Health Police Education DWP	Internal Childrens Services Youth Justice Systems
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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.

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:

Personal Advisers

Person specification

Job Evaluation Code	
Knowledge	
<ul style="list-style-type: none"> • 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. • Knowledge of working with young people leaving care and relevant legislation. 	
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. • 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 motivate, 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 work well with colleagues, including managers, as a member of a team • Ability to develop and maintain effective relationships with children, young people and families. • Basic ability to use appropriate information technology software packages. • Skilled in managing, supporting, developing and motivating appropriate staff. • Able to pursue and progress specialist areas of development/service as required. 	
Experience	
<p>The applicant must have worked for a period of at least 2 years in a position relevant to the support of children or adults.</p> <ul style="list-style-type: none"> • Carrying out a range of statutory work in child care/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. • 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.
- Incorporating research into social work practice.
- Of working with young people
- Of leading areas of development

Qualifications

- Dip SW, CSS or CQSW, or a CCETSW validated equivalent from another country.
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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).
- Registration with Social Work England.

Date Created	August 2019	Date Reviewed	February 2024
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