

# Job Description and Person Specification

Role: Children's Principal Social Worker



## Job Description

<b>Job Title</b>	Children's Principal Social Worker
<b>Grade</b>	SM2
<b>Service</b>	Children's Services
<b>Reports to</b>	Director Children's Services
<b>Location</b>	Coventry
<b>Job Evaluation Code</b>	H7140H



## 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

To provide leadership and professional support to social workers and be responsible for the development of social work practice and practice systems, promoting best practice which positively responds supports practitioners and the Council to meet the needs of children, young people and their families in the city.

To receive, co-ordinate and represent the views and experiences of Social Workers to the Director of Children's Services, and elected members in order to positively influence strategic and organisational decision taking and to ensure that there is a good understanding of how management and policy decisions impact on social care practice.

To promote, support and champion best, new and innovative social work practice across the city within the Council and partner organisations, including the establishment of a Social Work Academy.

As part of the senior leadership team to support and challenge the Children's Services Senior Leadership Team (CSLT) to deliver the best outcomes for children.

## Main Duties & Key Accountabilities

### Core Knowledge

- To act as the organisations social work practice lead, to work within CSLT to advise on the provision and quality of social work practice within the organisation and 'champion' any necessary reform.
- Act as a 'critical friend' within Children's Services; providing independent constructive challenge to social work service staff and managers about where improvements to practice or the arrangements for managing and supporting Social Workers can be made and support to ensure that any changes are embedded.
- To maintain an overview of the effectiveness of social work services for children, young people and their families on behalf of the City Council, acting as the key link in articulating the experiences of the frontline workers across all levels of management, to the Director of Children's Services and elected members.
- Provide advice and guidance to assist in identifying opportunities to improve systems, procedures and policies; ensuring compliance with statutory guidance, legislation and best practice and supporting the development of alternative ways of working relating to the delivery of social work practice.

- Provide a lead quality assurance role in relation to professional social work, including undertaking audits, observations, surveys, chairing workshops/conferences. Ensure that learning is converted into practical solutions and plans for improvements to services which are then implemented
- Work directly with frontline social work practitioners and manager's work to ensure that practical pathways for learning and development are in place and are implemented to support and deliver good quality social work practice.
- As a system leader introduce innovative and best practice to front line practitioners through providing professional support to Social Workers; including through group supervision and by promoting reflective practice to create and maintain an environment of continuous professional improvement and learning.
- Be responsible for the use of 'Signs of Safety' practice and systems by Social teams and practitioners, including the provision of training and learning, the project management of implementation, the quality of assurance of practice and the evaluation of outcomes.
- Monitor the quality of individual supervision arrangements in place across the service supporting the improvement of supervision practice.
- Lead and help practitioners and managers to improve the use of evidence based practice and interventions across the service by providing expert advice and support.
- Promote leading edge research in social work practice, policy and guidance and to ensure this is readily available to all social workers.
- Lead regular discussions with managers and senior practitioners/social workers regarding current practice issues, promoting best practice, identifying and proposing solutions for barriers to practice, identifying learning needs and organising action learning sets.
- Manage the Professional Social Work Educators to oversee the learning and professional development of social workers; including the provision of social work student placements, the ASYE programme and the early professional and continuing professional development curriculum.
- Be responsible for the establishment and management of Coventry's Social Work Academy Work to meet the ASYE and early professional development needs of its children's social workers.
- Support the delivery of a social work career pathway for that focuses on Social Workers ability to undertake direct work with children, young people and their families, in line with the national 'Knowledge & Skills' framework.
- Responsibility for the local implementation of the new national children's social worker statutory accreditation arrangements.
- Lead on behalf of Children's Services its workforce strategy, designed to recruit and retain sufficient competent social work practitioners.
- Work directly with Higher Education Institutions to develop the supply and improve the quality of local social work practitioners; including being responsible for the development of a Coventry Social Work Student Unit and coordinating other potential initiatives such as 'step up to social work', 'teaching partnerships' and 'Frontline.'
- On behalf of the DCS ensure that the Social Work England (SWE) 'employer standards' are explicitly understood and used within the organisation.
- Champion professional social work practice at local, regional and national levels, representing the service and the Council at a range of forums including: the Safeguarding and Improvement Boards; Principal Social Work and Skills for Care Networks and the SWE.
- Manage all financial, human and physical resources effectively and efficiently and ensure compliance with Council policies and procedures.
- To deputise for the Director of Children's Services as required.
- To be available out of hours including participating in an emergency out of hour's senior manager on call rota as required.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> The public Children and people in receipt of services from Children's Services Key stakeholders Partners from a range of organisations/Local Authorities Department for Education	<b>Internal</b> All staff in Children's Services Staff within other Directorates Council wide Directors Elected Members
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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:

Programme Delivery Manager – Teaching Partnership  
Signs of Safety Practice Lead  
Team Manager Practice Educator  
(2) Team Managers Social Work Academy



## Person specification

<b>Job Evaluation Code</b>	H7140H
<b>Knowledge</b>	
Significant knowledge and expertise in the practice and delivery of social work for children across a range of settings	
Detailed knowledge of current legislation, national standards and best practice affecting children's services.	
Knowledge of national strategies, policies and frameworks for the provision of children's services.	
Detailed knowledge and understanding of qualification and professional accreditation arrangements for social work learning and career pathways.	
Sound understanding of learning theory and practice.	
Understanding of equality issues, particularly within the context of planning and delivery of social work services.	
<b>Skills and Abilities</b>	
Leadership skills, with the ability to articulate a credible vision for social work in Coventry and to engage others to commit to the vision.	
Highly developed interpersonal skills with the ability to establish relationships with all stakeholders, including children, young people and parents/carers as well as with professional colleagues, senior managers, elected members and partner agencies.	
Able to work collaboratively with colleagues whilst offering critical challenge to practice and performance.	
Excellent written and verbal communication skills with ability to communicate with employees at all levels, service users, elected members and partners.	
Able to demonstrate personal resilience and tenacity.	
Highly developed research, problem solving and analytical skills with the ability to analyse performance and management data.1234567 People Human Resources Directorate	
Able to think strategically and creatively and to work with innovatively.	
Able to work and operate independently, generate and lead work without direct supervision.	
<b>Experience</b>	
Significant experience of delivering change in the context of service modernisation redesign and improvement.	
Managing people and performance including objective setting, measuring and monitoring clear outcomes.	
Significant experience in frontline social work including experience of working at a senior level within at least one of the professional disciplines represented.	

Evidence of introducing and leading practice improvement and developing.
Innovative and creative approaches.
Managing, motivating and coaching staff, building effective teams and developing a culture of learning and continuous improvement.
Experience of delivering social work education in practice settings.
<b>Qualifications</b>
Recognised qualification in social work, a qualification of SW Practice Educator, or equivalent qualification and a leadership or management qualification or equivalent experience.
Extensive experience of supervising and managing professional social work staff.
<b>Special Requirements</b>
<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>Registration with the Social Work England as a Qualified Social Worker.</p> <p>As part of CPD to undertake specified training as required.</p>

<b>Date Created</b>	April 2016	<b>Date Reviewed</b>	September 2023
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