

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Practice Educator
<b>Grade</b>	8
<b>Service</b>	Childrens Services
<b>Reports to</b>	Principal Social Worker
<b>Location</b>	Coventry - Citywide
<b>Job Evaluation Code</b>	L3905D



## 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

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 & Key Accountabilities

### Core Knowledge

- 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.

## Key relationships

External	Internal

## 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

<b>Job Evaluation Code</b>	L3905D
<b>Knowledge</b>	
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.	
<b>Skills and Abilities</b>	
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.	
<b>Experience</b>	
Substantial experience working as a qualified social worker.	
Substantial experience of teaching and assessing social work students and/or social workers.	
<b>Qualifications</b>	
Social Work Degree/Masters in Social Work/Diploma in Social Work or equivalent.	

GSCC Practice Teacher Award or equivalent.
Registered Social Work England Social Worker
<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>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>

<b>Date Created</b>	November 2019	<b>Date Reviewed</b>	December 2022
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