



Coventry City Council

## Job Description

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|------------------|--------------------------|---------------------|---|
| <b>Post:</b>     | Leaving Care Team Leader | <b>Job Number:</b>  |   |
| <b>Service:</b>  | Children's Services      | <b>Post Number:</b> |   |
| <b>Location:</b> | City Wide                | <b>Grade:</b>       | 8 |

### 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.

### Job Purpose:

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 and Responsibilities:

- 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. families.
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.

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.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

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

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Team Manager

**Date Reviewed:**

**Updated:** January 2021



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## Person Specification

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| Area | Description |
|------|-------------|
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| <b>Knowledge:</b> | <ul style="list-style-type: none"><li>• A thorough knowledge of current children's legislation and national minimum standards affecting Children's Services</li></ul> |
|                   | <ul style="list-style-type: none"><li>• A thorough knowledge of Social Care provision.</li></ul>  |
|                   | <ul style="list-style-type: none"><li>• Knowledge of assessment methods, care management and casework methods.</li></ul>  |
|                   | <ul style="list-style-type: none"><li>• Knowledge of working with young people leaving care and relevant legislation.</li></ul>                                       |

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| <b>Skills and Abilities:</b> | <ul style="list-style-type: none"><li>• 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.</li></ul> |
|                              | <ul style="list-style-type: none"><li>• 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</li></ul>   |
|                              | <ul style="list-style-type: none"><li>• 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.</li></ul>                                       |
|                              | <ul style="list-style-type: none"><li>• A commitment to working in an anti-discriminatory and non-judgemental manner</li></ul>  |
|                              | <ul style="list-style-type: none"><li>• Able to follow specific procedures and work within guidelines, using support and supervision appropriately.</li></ul>   |
|                              | <ul style="list-style-type: none"><li>• Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.</li></ul>  |
|                              | <ul style="list-style-type: none"><li>• The ability to act on behalf of the Council as an advocate in a formal setting.</li></ul>   |
|                              | <ul style="list-style-type: none"><li>• Ability to work well with colleagues, including managers, as a member of a team</li></ul>   |
|                              | <ul style="list-style-type: none"><li>• Ability to develop and maintain effective relationships with children, young people and families</li></ul>  |
|                              | <ul style="list-style-type: none"><li>• Basic ability to use appropriate information technology software packages</li></ul>   |
|                              | <ul style="list-style-type: none"><li>• Skilled in managing, supporting, developing and motivating appropriate staff.</li></ul>   |



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|  | <ul style="list-style-type: none"> <li>• Able to pursue and progress specialist areas of development/service as required.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• Able to offer professional supervision to personal advisers and other staff, as required, including matters of staff development and performance.</li> </ul> |

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| <b>Experience:</b> | <ul style="list-style-type: none"> <li>• Carrying out a range of statutory work in child care/child protection.</li> <li>• Social work with complex children and families including child protection, looked after children and court work</li> <li>• Having completed recording/administrative procedures in line with experience.</li> <li>• Team membership and participation.</li> <li>• Of relevant supervisory and management training.</li> <li>• Of working effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information.</li> <li>• Of working independently to interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format.</li> <li>• Of being able to identify and respond to needs of clients which may be difficult</li> <li>• To use enabling approaches whenever possible.</li> <li>• Demonstrable experience of the use of a range of evidence based interventions to effect change with families.</li> <li>• Of incorporating research into social work practice.</li> <li>• Of working with young people</li> <li>• Of leading areas of development</li> </ul> |
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| <b>Educational:</b> | <ul style="list-style-type: none"> <li>• Dip SW, CSS or CQSW, or a CCETSW validated equivalent from another country.</li> <li>• Registration with Social Work England</li> </ul> |
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| <b>Special Requirements:</b> | <ul style="list-style-type: none"> <li>• 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).</li> </ul> |
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**Date Reviewed:**

**Updated:** January 2021