**Job Description**

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| Job Title: CP Chair |
| POSCODE: |
| Grade: P3 |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

**To chair statutory Child Protection Conferences in line with Working Together to Safeguard Children 2023. To develop SMART multi-agency Child Protection Plans. To ensure the Child Protection Plan progresses in between conferences, ensuring the child subject to the multi-agency Child Protection Plan is being kept safe.**

**To help meet Service need to be flexible and chair reviews for Cambridgeshire Children in Care if the need arises.**

**To provide consultation to the wider service and partner agencies on practice issues within the team’s areas of expertise including Child Protection procedures and children in care.**

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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| --- | --- |
|  | **Main accountabilities** |
|  | To assist in the delivery of Cambridgeshire’s Quality Assurance Framework using performance indicators and management targets to ensure the best outcomes are achieved for children. |
|  | To manage the Child Protection Conference decision-making process and in the absence of a majority decision, take the decision regarding the need for children and young people to be made the subject of Child Protection Plans. |
|  | To implement the guidance from the IRO Handbook statutory guidance for Independent Reviewing Officers and Local Authorities in relation to case management and review for children in care. |
|  | To undertake a quality assurance role in relation to children in need of protection or in care, by actively monitoring practice standards, systems and processes and identifying any practice deficits to improve service delivery for children, young people and their families. |
|  | To ensure that the quality of casework presented to the service is monitored and that managers at all levels within Childrens Social Care are made aware of any cases that do not meet professional standards. |
|  | To actively engage in discussion with Senior and Operational Managers identifying areas of good practice and challenging poor practice where necessary. |
|  | To ensure that practice is person-centred, and to ensure that children’s views and wishes are sought and appropriately represented within all decision- making meetings. |
|  | To maintain effective administrative systems within timescales and to ensure that the records of meetings are of a high standard and accurately reflect the discussion and decision making at those meetings. |
|  | To ensure that the records and plans arising from all meetings are produced and distributed within statutory timescales. |
| 10. | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
| 11. | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030. |
| 12. | **Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*  We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.  We require you to understand and demonstrate this commitment. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
|  | Professional Social Work qualification and registered with Social Work England | Essential |
|  | Relevant post qualifying studies. | Desirable |

Minimum levels of knowledge, skills and experience required for this job

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
|  | Detailed knowledge of the Children Act, Working Together, Care Planning Regulations and IRO Guidance and other relevant legislation, guidance and research findings | Essential |
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|  |  |  |
| **Skills** | Experience of chairing multi-disciplinary meetings. | Essential |
|  | Promote effective working relationships with teams, service areas and partner agencies, and able to effectively manage the interaction of people with different perspectives | Essentail |
|  | Excellent analytical and risk assessment skills. | Essential |
|  | Knowledge of risk management processes and the ability to assess and manage risk professionally and organisationally | Essential |
|  | Effective organisation and time management skills, in order to meet service objectives and deadlines. | Essential |
|  | Ability to use IT systems effectively. | Essential |
| **Experience** | Experience in working in safeguarding children and experience in ability to recognise, analyse and manage risk. | Essential |
|  | Experience in working with children, families and colleagues from partner agencies . | Essential |
|  |  |  |
|  |  |  |
| Equality, Diversity and Inclusion (applies to all roles). | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | Essential |
| Net Zero (applies to all roles). | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |
| Safeguarding (applies to all roles working with children/vulnerable adults) | Demonstrate an understanding of the safe working practices that apply to this role.  Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | Essential |

**Disclosure level**

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| --- | --- | --- |
| What disclosure level is required for this post? |  |  |
| Enhanced | Enhanced with barred list checks |

**Work type**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid  x | Field | Remote | Mobile |