



## Job Description

Job Title: Practice Manager

POSCODE:

Grade: L SCP 43-47

### Overall Purpose of Role

To deliver social work services, at a level appropriate for a professionally qualified post, to young people and families to ensure the welfare of children and young people is safeguarded and they are protected in accordance with the legal and statutory obligations of Northamptonshire Childrens Trust.

To mentor and provide high quality case work supervision of staff within the team to ensure that their work meets Health and Care Professions Council (HCPC) standards of proficiency and contributes to the achievement of social work service objectives.

As part of an operational social work team's management group, contribute to the overall management of the team in order to meet service objectives, key performance targets and statutory requirements of social service legislation.

To deputise for the Team Manager as necessary and appropriate

### Main Accountabilities

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

Main Accountabilities	
1.	To hold or undertake the Practice Teacher / Enabling Others award in order to enable skill development and support delivery of the listed responsibilities
2.	Under the direction of the team manager to organise and delegate the workload of social workers and provide monitoring, professional development and professional supervision of support staff, newly qualified and student/trainee social workers and to social workers in situations of high complexity ensuring a high standard of service delivery. Support the Team Manager in managing a current and reliable record of allocation, assurance in service provision and ensuring a high standard of service delivery
3.	To improve the quality of casework through: undertaking case file audits and ensuring feedback from audit activity is implemented into social work practice; and, formal observations of practice a year on people they supervise
4.	Within the framework of current legislation, to deliver professional leadership for staff within a service team and provide effective professional service delivery. Ensuring that excellent standards of practice and service are provided to service

	users and their families/ carers
5.	To assist the Team Manager in the induction and supervision of team members. To ensure that equal opportunities and health and safety policies are fully integrated into the daily working of the team
6.	Working within a multi-disciplinary context, to develop effective working partnerships with other agencies and services involved to ensure that positive outcomes are achieved in all key areas of service user's lives
7.	Contribute as required to training, work on professional's standards, review and inspect cases and services and contribute to planning or project work for the development of the service, when necessary providing direct support to individual service users. To assist the Team Manager in the management of complaints, representations and appeals in line with service area protocols
8.	To provide the Team Manager with accurate information and assist the Team Manager with establishing, maintaining and utilising information systems to ensure best practice as part of a robust quality assurance system and to inform performance and budget management of the team and organisation
9.	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs
10.	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department
11.	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post

### Safeguarding commitment

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.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person Specification

### Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Education and qualifications	Degree in Social Work/ Certified Qualification in Social Work (CQSW)/ Certificate in Social Service	Practice Teacher Award/Enabling Others.

	(CSS)/ Diploma in Social Work (SW-SP)/ Home Office letter of recognition.	
	Social Work England (Previously known as HCPC) registration.	Certificate in Mentoring.
	Hold or willing to undertake Post Qualifying award in social work or Children, Young people, Families and Carers (specialist post qualifying award in social work).	
	In Mental Health services - Approved Social Worker status (post-qualification training).	
	Evidence of Post Qualification learning and development.	
	This post requires satisfactory clearance of an enhanced Disclosure & Barring Service disclosure.	

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

<b>Identify</b>	<b>Details</b>	<b>Essential/Desirable</b>
<b>Experience and Knowledge:</b>	Minimum of 2 years post-qualification experience in an appropriate discipline/ service.	Minimum of 3 years post-qualification experience in an appropriate discipline/ service.
	Experience of staff mentoring demonstrated through previous student or NQSW mentoring and coaching.	Experience of staff supervision demonstrated through previous student or NQSW supervision, mentoring and coaching.
	Working experience of assessing needs for the provision of care.	
	Minimum of 2 years post-qualification experience in an appropriate discipline/ service.	Minimum of 3 years post-qualification experience in an appropriate discipline/ service.
	Experience of conflict resolution in casework delivery.	

	Experience in managing positive working relationships.	
	Experience of working within: <ul style="list-style-type: none"> <li>• Assessment processes and child protection;</li> <li>• Care Planning; and</li> <li>• Court Area</li> </ul>	
<b>Skills:</b>	Excellent written and verbal communication skills including ability to use word and excel to produce reports, carry out correspondence and keep accurate records.	Experience of ICS.
	Knowledge and understanding of using appropriate assessment tools and research.	
	Excellent organisational ability.	
	The ability to travel effectively to various locations at short notice.	
	Be able to represent the department effectively in the public arena.	
	Ability to negotiate effectively with other agencies.	
	Ability to organise self.	
	Ability to prioritise work.	
	Confidence to work on own initiative.	
	Able to work under pressure.	
<b>Disclosure Level</b>		

<b>What DBS Level is required for this post?</b>	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input checked="" type="checkbox"/>
Enhanced Child/Adult Bar	<input type="checkbox"/>

## Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed

Flexible

Field

Home