



Job Description

Job Title: NCT Frontline Advanced Practitioner

POSCODE: 3605

Grade: NCT AP

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.

The Job holder will work as part of the Frontline Management group and will be responsible for the development of student social workers associated with the Frontline Program. The Frontline AP will manage a 'Hub' of 4 student social workers.

Main accountabilities

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

	Main accountabilities
1.	Under the direction of the Service Manager to Supervise and manage the workload of Frontline student social workers and provide mentoring, reflective supervision, monitoring of case progression, professional development and professional supervision in accordance with the Frontline's teaching programme and wider objectives in situations of high complexity ensuring a high standard of service delivery.
2.	Be responsible for managing a current and reliable record of allocation appropriate for the students stage of education, assurance in service provision and ensuring a high standard of service delivery. Ensure Signs of Safety model of practice is delivered and embedded into practice. Lead weekly unit meetings which incorporate systemic thinking about families, encourage the students to hold multiple hypotheses, encourage peer challenge and critical reflection in decision making. Hold regular one-to-one supervision sessions with students, encouraging reflexive practice and self-awareness.
3.	Contribute to the learning and development of the Frontline Student Social Workers. Undertake the Practice Educator Role for students in Frontline Hubs to quality assure practice learning opportunities for student social workers

	undertaking the Frontline program. Create good learning opportunities for students by using your judgement. Support the students to apply the practice models they have learnt (systemic approach; social learning theory and motivational interviewing) in discussions and work with children and families. Regularly observe the students in their direct work with families, giving developmental feedback. At specific observation points in the year, you will assess and grade the practice observed and prepare relevant progress reports.
4.	To ensure that accurate records and reports are maintained in order that they can evidence a meaningful practice assessment of Frontline Students in accordance with the Frontline Program 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.
5.	To provide the Frontline Project Manager and Service Managers with accurate information and assist 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. In conjunction with Frontline, organise the logistics and planning required for the student unit to operate smoothly.
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.	To deliver, within the framework of current legislation and guidance, professional leadership and education for social workers associated with Frontline in order to provide effective and professional service delivery at both undergraduate and post graduate level. Ensuring development of student social workers in order that they can deliver excellent standards of practice and service to customers and their families.
8.	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.
9.	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.
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11.	Working closely with adult placement providers to quality assure student's 'Contrasting Learning Experiences' (CLE), maintaining a clear line of communication with adult placement supervisor, collecting feedback from students of the CLE and raising any concerns that arise with the adult placement provider and the Local Authority Frontline Project Manager.

12.	Take responsibility to evidence or obtain a Practice Education Accreditation and keeping up to date with the most up-to-date knowledge, skills and experience to support safe and effective learning.
-----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

Qualifications Required	Subject	Essential/ Desirable
Social Work Qualification	CQSW/CSS DipSW/Degree in Social Work or Home Office letter of Recognition, or equivalent. This post requires satisfactory Disclosure & Barring Service clearance Social Work England (SWE) registration	Essential
Practice Teaching Award	PEP 1 and 2 or be willing to undertake PEP 2, Post Qualifying Award, Enabling Others or equivalent.	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Knowledge of legislation relevant when working in Children Services, national and local policies, procedures and best practice requirements.	Experience of working within: <ul style="list-style-type: none"> Assessment processes and child protection; Care Planning; and Court Area 	Essential
Knowledge of the PCFs, KSS and other relevant Social Work professional standards.	Ability to demonstrate knowledge and align these to the learning experience of NQSWs and SWs.	Essential
Knowledge and understanding of using appropriate assessment tools and research.	Knowledge of Signs of Safety and other methodology's in social work. Knowledge of tools which can underpin practice and support evidence based practice.	Essential
Skills		
Excellent written and verbal communication skills including ability to use word and excel to produce reports, undertake correspondence and keep accurate records.	Experience in writing professional reports. Good communication skills and ability to adapt these to others needs.	Essential
Excellent organisational skills and ability to priorities work effectively.	Ability to organise and undertake workload Ability to prioritise workload and be able to adapt plans to meet needs of the service when required.	Essential
Confidence to work on own initiative and ability to work under pressure.		Essential

Experience of ICS, carefirst or other social care data base systems.	To have used relevant data base systems to record and plan work.	Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Post-qualification experience in an appropriate discipline/ service	Experience of case holding. Experience of working in a statutory service.	Essential
Experience of staff mentoring and or supervision demonstrated through previous student or NQSW mentoring and coaching	Ability to supervise and support staff both informally and formally.	Essential
Experience in training preparation, planning, delivery and evaluation.	Planned and delivered or co delivered training to a group of social work professionals. Planned and delivered group work.	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	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 workers type is flexible)	Fixed	Flexible	Field	Home
-------------------------------------------------------------------------------------------------------------------------------	-------	----------	-------	------