**Job Description**

**Assistant Team Manager**

**Role Profile** Specialist BCP K

**Service/Team** Education and Skills, SEND Assessment and Review

**Reports to** SEND Team Manager

**Responsible for** N/A

**Number of posts** 1

**Post number** - - - - -

**Career Grade** N/A

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by ensuring that children and young people with high-level special educational needs and disabilities have their needs assessed so that they receive the right support at the right school or college to meet those needs.**

**Job Overview**

To assist the Team Manager in the effective management of the statutory SEND function, by supporting practice improvement through delegated management tasks as appropriate. This will include undertaking individual supervision and leading group supervision to ensure outcome-based practice is embedded throughout the team.

**Key Responsibilities**

* To assist the Team Manager in all aspects of work allocation, performance management and staffing issues.
* You will collaborate with the Team Manager and undertake a range of duties to support staff, including guidance and coaching through supervisions and more informal methods of mentoring.
* You will be accountable for the quality of work undertaken by your direct reports, and encourage the use and monitoring of agreed performance standards in line with using the safe practice models.
* You will need to be able to identify potential risk to individual children by having a sound knowledge of the workload cases you oversee and be able to quickly take steps to eliminate or mitigate risk to the education of vulnerable children and young people.
* You will be accountable to the Team Manager for the quality of work undertaken against agreed performance standards, and advise or escalate to the Team Manager any concerns which may affect the standard of performance required or risk to individual children.
* This role is key in providing newly appointed or inexperienced staff with the opportunity to receive effective mentoring, to ensure they meet the high expectations of delivering best outcomes, to help maintain high levels of compliance when recording actions in line with our legal obligations.
* You will be expected to engage positively with and contribute to workforce development activity across the service and contribute to the development of a learning and improving organisation with an honest and open approach to learning, self-development and improvement of service.
* You will need to ensure that the child is at the centre of all our work.
* Regular review of the progress of and outcomes supporting the child or young person needs to be age and circumstance appropriate and conducted in accordance with the statutory Code of Practice for SEND.
* Organise and implement training sessions through team activities or meetings to bring about change towards a more positive approach to the organisation of caseload or diary management.
* Represent Children’s Services at management and officer groups, external organisations and at meetings with Elected Members at local and national level, to provide advice and information as required.
* To embed best practice principles and a positive, open and trusted learning culture in the respective area of service.
* Contribute to reducing risks to the health, safety and wellbeing of staff working in the service by acting in accordance with agreed procedures.
* Demonstrate a high level of resilience within a pressured environment, model emotionally intelligent practice and professional behaviours.
* Act in accordance with policies, procedures and guidance relating to information sharing, the use of ICT, and resource management.
* You will need to build effective relationships within the team and across other teams in the local authority, other professionals in Health, CAMHS, Police, Education and Adult Services.
* Assistant Team Managers will have the opportunity to undertake Post Qualifying training in Leadership and Management.

**Specific Qualifications and Experience**

* Educated to degree level or equivalent relevant experience in education, social care or other child-centred service
* Commitment to undertake management training.
* Proven relevant post qualifying experience of direct work within a Local Authority fieldwork team.
* Ability to deputise in the absence of the Manager.
* Ability to supervise staff.
* Participation in recruitment, selection and retention of staff.
* Ability to motivate staff, promote performance management and work as a member of the team.
* Professional registration
* The ability to work under pressure and meet tight deadlines.
* Basic computer literacy.
* Knowledge in:
  + Child Protection
  + Relevant SEND legislation
  + Assessment Framework
  + Performance Management
  + Quality Assurance Systems
  + Evidence Based Practice
  + Anti-discriminatory Practice
  + Best Value Principles
* Requirements in:
  + Assessment/analytical
  + Supervisory
  + Staff development
  + Planning and Review
  + Verbal and written communication
  + Performance Management and Quality Assurance
  + Budget management

**Personal Qualities & Attributes**

* Confidence in attending professional meetings and reviews and a commitment to improving partnership working with other agencies.
* A high standard of recorded and written work is required in the role, and an ability to collect and analyse information to create a plan of delivery with the Team Manager.
* Tact, the ability to counsel, negotiate and mediate, and a high regard for confidentiality are all essential to the role.
* Excellent communication and relationship-building skills are an essential part of the role.
* Written and verbal, skills are required at all levels when in contact with all service users, professionals and organisations across a variety of agencies from within or outside of the BCP Council.

**Job Requirements**

* DBS check/ability to speak fluent English
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.