

# Assistant Team Manager

**Post Number:**

**BCP Band:** K (Specialist Profile)

**Department** Children's Social Care

**Reports to Team Manager**

## Job Purpose & Objectives

### **Purpose of the job.**

To assist the Team Manager in the effective management of the Social Workers Function by Team, by supporting practice improvement through delegated management tasks as appropriate. This will include leading group supervision to ensure outcome-based practice is embedded throughout the team.

## Main Duties & Responsibilities

### Details

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 the Social Workers, 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 risk to protect 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 qualified staff, or employed Social Workers 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 professional assessments; planning; intervention and support.

Regular review of the activities that surround the child or Young Person needs to be age and circumstance appropriate using evidenced models of Social Work Practice.

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 Young Peoples and Families 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 well-being 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.

Assistant Team Managers must practice in accordance with the DfE Knowledge and Skills Statements for Practice Leaders and Practice Supervisors. They must also ensure their staff work to the DfE Knowledge and Skills Statements for Child and Family Practitioners.

Carry out any other duties that are consistent with the role.

## Supervisory/Managerial Responsibilities

### Details

Opportunity to cover a range of management positions. Opportunity to project manage. Opportunity to deliver coaching and workshops on the Bournemouth University Social Work Qualifying Programmes.

## Communication/Contacts

### Details

Excellent communication 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.

You will need to build effective relationships within the team and across other teams in Children, Young People and Family Services.

Contact with service users.

Contact with other professionals in Health, CAMHS, Police, Education and Adult Services.

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.

## Career Path Linked to this Post

### Details

Assistant Team Managers will have the opportunity to step up to Team Manager positions and could be deployed in any service area. In addition, they will have the opportunity to undertake Post Qualifying training in Leadership and Management.

## Additional Information

Details

### General Information for all Posts

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Service Director/Headteacher.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Service Director or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.

Person Specification

### Qualifications/Training

Requirement	Criteria
Minimum Diploma in Social Work or equivalent Social Work qualification.	Essential
Commitment to undertake management training.	Essential

### Achievements & Experience

Requirement	Criteria
Proven relevant post qualifying experience of direct work within a Local Authority fieldwork team.	Essential
Ability to deputise in the absence of the Manager.	Essential
Ability to supervise staff.	Essential
Participation in recruitment, selection and retention of staff.	Essential

Other

<b>Requirement</b>	<b>Criteria</b>
Ability to motivate staff, promote performance management and work as a member of the team.	Essential
Professional registration	Essential
The ability to work under pressure and meet tight deadlines.	Essential
Willingness to attend professional meetings and reviews and a commitment to improving partnership working with other agencies.	Essential
Basic computer literacy.	Essential
Use of a car.	Essential

## Knowledge

<b>Requirement</b>	<b>Criteria</b>
Child Protection	Essential
Relevant legislation.	Essential
Assessment Framework.	Essential
Care Management Principles.	Essential
Performance Management.	Essential
Quality Assurance Systems.	Essential
Evidence Based Practice.	Essential
Anti-discriminatory Practice.	Essential
Best Value Principles.	Essential

## Skills

<b>Requirement</b>	<b>Criteria</b>
Assessment/analytical.	Essential
Supervisory.	Essential
Staff development.	Essential
Planning and Review.	Essential
Verbal and written communication.	Essential
Performance Management and Quality Assurance.	Desirable
Budget management.	Essential