

# Job Description

## For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

|                       |  |      |       |
|-----------------------|--|------|-------|
| Job Title:            | Lead Practitioner  | JEID | LO475 |
| Salary Grade:         | Grade O ( NJC Pay Scale 2020 - £40,876 - £42,821)          |      |       |
| Team:                 | MASH/Initial Response or Children's Safeguarding & Support |      |       |
| Service Area:         | Children & Families  |      |       |
| Primary Location:     | Various locations across the County                        |      |       |
| Political Restriction | This position is not politically restricted.               |      |       |
| Responsible to:       | Team Leader  |      |       |
| Responsible for:      | Social Workers and Family Support Workers                  |      |       |

#### Role Purpose

- To support Children's Social Work Practice, to ensure delivery of high-quality assessments and support to children and their families.
- To assist Team Leader in the safe, efficient, and effective delivery of services to Children and Families in accordance with Warwickshire Children and Families' Policies and Procedures.
- To supervise the practice and decision-making of child and family staff, and to develop the skills of individuals and teams within children and families.
- To be responsible for mentoring, supervision and support to social workers and family support staff.

#### Role Responsibilities

- To assist less experienced social workers and family support workers by providing consultation, oversight, supervision, and mentoring. This will include specific practice support to students and newly qualified social workers in their Assessed and Supported Year of Employment (ASYE) and other colleagues to ensure that their practice is developed, and embedded.
- To assist the Team Leader to be able to make safe evidence-based decisions relating to improving outcomes for children and families through the effective use of supervision.

- To assist the Team Leader with work allocation, undertake professional staff supervision (one-to-one and group), workload management, prioritisation, and staff performance appraisals alongside undertaking direct observations of practice within the agreed policy and supervision procedures.
- To deputise for the Team Leader, as required.
- To ensure that each team member provides clear, accurate and high-quality assessments and services within the legislative and policy framework of children and families. This will include quality assuring assessments, plans, documents, case file audits and observation of staff to improve practice.
- To manage risk within Social Workers caseloads and support staff in managing risk and needs of children and families by leading, supervising and mentoring to reach appropriate decisions with a view to modelling best practice and ensuring good outcomes.
- To ensure all interventions are supported by clear plans that ensure the protection and development of the child or young person; to meet identified outcomes by working in partnership with children, their families, agencies, and other networks.
- To ensure effective and timely decision making by having direct involvement in more complex and challenging assessments and direct work with children and families.
- Under the direction of the Team Leader, to co-work on complex cases and undertake joint assessments where the degree of risk and profile of the service user requires greater volumes of experience and expertise.
- Provide appropriate challenge, mentoring, and supervision to the decisions of other staff within the team to ensure decisions are safe and improve outcomes for children and families.
- To ensure significant issues around risks, needs and barriers to service delivery and achieving good outcomes for children and families are reported promptly to the Team Leader.
- To chair and attend a range of meetings on behalf of the Team Leader, including but not limited to, Strategy/Legal/Public Law Outline (PLO) meetings, Initial Child Protection Conference (ICPC), Review Child Protection Conference (RCPC) and All About Me Reviews ensuring clear measurable outcomes and monitoring arrangements are agreed and recorded.
- To investigate and attempt to resolve complaints made by children and families and representations from other professionals.
- To take a lead in undertaking audit activity and moderation responsibilities, taking responsibility for the learning from these audits to be identified and disseminated across the service including into the delivery of training and the development of procedures. Including liaising with external stakeholders where necessary and the development and delivery of training, if required.
- Provide leadership, advice, and support to other professional staff in relation to complex cases and to be an active practice member driving restorative and trauma informed practice across the team and wider service.
- To liaise with colleagues in other service areas and agencies maintaining multi-disciplinary partnerships; to ensure effective working relationships and coordinated high quality service delivery to vulnerable children and their families.
- To assist Team Leaders in the overall strategic development and implementation of Children's Services, policies and procedures and lead on specific projects as required.
- Respond flexibly to service needs assisting in wider team priorities, where necessary.

- To take responsibility for own professional development in line with the Social Work England Standards.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

|   |       |
|---|-------|
| Professional Social Work Qualification and current registration as a social worker with Social Work England.  | A,I,D |
| Experience of supervising students or mentoring colleagues.   | A,I   |
| Completion of Assessed and Supported Year of Employment ASYE, EPD Early Professional Development (EPD) programme, Enabling Others and Teaching and Assessing for Professional practice (TAPP) to underpin substantial experience. Alternative qualifications/routes which can demonstrate substantial experience, learning and reflection will be considered. | A,I   |
| The ability to interpret and critically analyse varied and complex information or situations with a proposed solution or a plan of action.  | A,I,D |
| The ability to utilise a range of communication skills to engage and work with vulnerable people including those who may present with the most complex and challenging of needs to meet desired outcomes.   | A,I,T |
| The ability to undertake assessment of a range of needs and situations, including those of a more complex nature in developing appropriate plans in partnership with other people.  | A,I,T |
| The ability to work under an extremely high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands.  | A,I,T |
| The ability and experience to undertake assessment of complex needs and develop, monitor and review appropriate programmes of care and support, involving multi-agency delivery, for and in partnership with children and families.   | A,I   |
| The ability to represent the local authority in a range of settings.  | A,I   |
| Understands and keeps abreast of the complex climate in which we operate.   | A,I   |
| The ability to act autonomously within agreed levels of accountability, consulting with line managers when responding to significant circumstances or situations e.g. policy, budgetary and resource implications.  | A,I   |
| The ability to work under significant pressure to meet deadlines on a frequent basis which may be unpredictable whilst managing competing demands.  | A,I   |
| The ability and resilience to manage (and to support others to manage) the intense emotional demands that arise from working with vulnerable individuals and groups.  | A,I   |
| The ability to work professionally and flexibly with members of your team and the wider organisation.   | A,I,  |

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| Non-disabled applicants must be able to drive, have a full, valid driving licence and have a vehicle available for work. Disabled applicants must be able to travel to perform the functions of their role (with assistance where necessary).                                | A,I,D |
| To be computer literate and operate a range of information technology systems to meet service need in relation to the social work role.  | A,I,D |
| Ability to communicate fluently, in writing and verbally, with a wide and varied range of people in a manner that inspires confidence in the social work profession.   | A,I   |
| Evidence of ongoing commitment to continuous professional development of self and others as per Social Work England requirements and TCSW Professional Capabilities framework. Specific commitment to meeting the requirements of Warwickshire's social Work Career Pathway. | A,I,D |
| To be able to undertake the full range of responsibilities and duties as prescribed within the main tasks for a Lead Practitioner  | A,I   |
| <b>Desirable Criteria</b>  |       |
| Demonstrate the ability to add value to the organisation around specialist skills and innovation.  | A,I   |
| Knowledge of and experience in Restorative Practice, which is Warwickshire's preferred model of change.  | A,I   |
| Hold qualifications and/or have experience of providing evidence-based interventions.  | A,I   |
| Experience of completing specialist assessments such as Sibling Assessments, Domestic Abuse Risk Assessments and assessments of adults who pose a significant risk of harm to children.  | A,I   |

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis

☐ Driving HGV or LGV for work

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|---|---|
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis  | <input type="checkbox"/> Restricted postural change – prolonged sitting   |
| <input checked="" type="checkbox"/> Lone working on a regular basis   | <input type="checkbox"/> Restricted postural change – prolonged standing  |
| <input type="checkbox"/> Night work   | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching  |
| <input type="checkbox"/> Rotating shift work  | <input type="checkbox"/> Manual cleaning/ domestic duties   |
| <input type="checkbox"/> Working on/ or near a road   | <input type="checkbox"/> Regular work outdoors  |
| <input checked="" type="checkbox"/> Significant use of computers (display screen equipment)   | <input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults  |
| <input type="checkbox"/> Undertaking repetitive tasks   | <input checked="" type="checkbox"/> Working with challenging behaviours   |
| <input type="checkbox"/> Continual telephone use (call centres)   | <input type="checkbox"/> Regular work with skin irritants/ allergens  |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)  | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)  |
| <input type="checkbox"/> Work requiring respirators or masks  | <input type="checkbox"/> Work with vibrating tools/ machinery   |
| <input type="checkbox"/> Work involving food handling   | <input type="checkbox"/> Work with waste, refuse  |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids   | <input checked="" type="checkbox"/> Face-to-face contact with members of the public   |
| <input type="checkbox"/> Other (please specify):  |   |