



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**  
Manager Template

<b>JOB TITLE:</b>	Senior Practitioner		
<b>GRADE:</b>	G11	<b>SERVICE AREA:</b>	
<b>JOB CODE:</b>	CHI363SEPRG11		
<b>REPORTS TO:</b>	Team Manager	<b>LOCATION:</b>	
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Enhanced DBS disclosure is required for this post</li> <li>Ability/willingness to travel from location to location</li> <li>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li> </ul>		

*At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:*

- Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- Embrace change and strive for improvement continuously;*
- Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- Challenge the status quo, enable and empower, act with integrity.*
- Together, they will deliver services that the people of Walsall will be proud of.*

**1. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

**2. Main purpose of the job role:**

- To provide effective help and protection to children, young people, families and carers, and help them to achieve positive outcomes.
- To undertake effective assessment, planning and direct work to safeguard children and young people and to meet their needs, and the needs of families and carers.
- To practice social work in a transparent, accountable and safe way in accordance with professional standards and ethics.
- To be practice leader, and to lead the development of high quality of practice and service delivery within the team.
- To support all frontline practitioners in the team, and to be aware of and manage performance within the team.
- Responsible for ASYE Social Workers, and Child and Family Officers (pending Social Work qualification)

**3. Role specific duties and accountabilities:** *please refer to [role of the manager](#) detail or advice & guidance document*

### **Leading People**

- To develop practice within teams through oversight and quality assurance of practice, observations of practice and appraisal.
- To be responsible for the professional supervision, guidance, reflective practice and support to social work staff within the team.
- To provide accessible and visible leadership for the team, and be the first point of contact for advice and guidance.
- To support and develop individual team member's knowledge and skills in line with Walsall Children's Social Care practice frameworks and methods.
- To facilitate regular Group Supervision and practice development opportunities within the team, and to develop a culture of learning and evidence-based practice.
- Work collaboratively with the Practice Development Coordinators to ensure consistency of good social evidence informed practice across the service.
- Champion restorative and relational practice within their team and service, including motivational interviewing skills.
- Deliver training sessions and workshops to support the development of effective, consistent social work practice across the service.

### **Horizon Scanning**

- To deliver services within the team for children, young people, their families and carers, in line with legislation, guidance and local policy and procedures.
- To make complicated decisions relating to social care service provision for children, young people and their families within Walsall.
- To act for the Team Manager as appropriate in representing and developing the service, and in contributing to the management of services across Children's Social Care.
- To develop practice expertise and specialist knowledge, and engage with stakeholders across the sector bringing best practice back to Walsall.
- To support collaborative working with children, young people, families, carers and partner agencies.
- To chair and attend key practice meetings, and to be available to support members of the team as required.
- To support the Team Manager to review the work of the unit and service delivery, initiate new developments and any other changes as appropriate

### **Managing Resources**

- To effectively manage delegated budgets and effective use of resources within the team, utilising best value principles.
- To ensure that thresholds for service intervention have been met.

- To make arrangements for support provisions to be arranged for children, young people, their families and carers as required.
- Assist in the planning and developing of future services and policies, promote innovative ways of developing practice and contribute to the development of capacity within the community.

### ***Managing Performance***

- To use management information systems effectively to support quality of practice in the team.
- To support ASYE Social Workers in developing their practice and in the completion of the ASYE development programmes.
- To support the Team Manager in promoting a culture of quality of practice, and in managing and developing practice for individuals in the unit, as well as addressing any specific performance concerns in the unit.
- To keep up to date with Walsall Council and services policy, national trends, research, government guidelines, legal issues, etc.

### ***Managing Self – Practitioner Responsibilities***

- To manage own mixed and varied workload, including working with vulnerable children, young people, families and carers who experience a variety of challenges.
- To co-work children and families with ASYE Social Workers, and support them in developing their practice and decision-making.
- Ensure that work is completed within the stated timescales in accordance with both national and local policy.
- To ensure needs are met and risks are managed to achieve best outcomes for children and young people in often complex and varied situations.
- Advocate for children and young people and ensure their voices are heard and they are supported to participate in a variety of ways and forums as is appropriate to their needs, age and development.
- Provide high quality and timely assessments and reports in the agreed format for Child Protection Case Conferences, Statutory Child in Care Reviews and any other forum as directed.
- To be able to undertake Care Proceedings and court work of a consistently high standard
- Work collaboratively with and develop good working relationships with individual children and young people, families, carers, colleagues and other agencies.
- Maintain records in relation to recording information about children and families in line with Council policy and procedure.
- Be accountable for own progression and career development as a practitioner and practice supervisor, undertaking training and professional development, and maintaining up-to-date knowledge and skills.
- Actively participate in regular supervision and consultation with the Team Manager ensuring they are always made aware of significant issues in respect of children and families.
- Undertake regular safeguarding investigations, attend strategy meetings, case conferences and reviews as the lead professional where required.

### ***Managing Self – Management Responsibilities***

- To supervise and manage Family Support workers and Child and Family Officers with agreement of the Team Manager
- To be part of the supervision and line management of ASYE Social Workers alongside the Team Manager
- Be accountable for own progression and career development, undertaking training and professional development, and maintaining up-to-date knowledge and skills.

- To practice in way that is founded on anti-discriminatory and anti-racist principles, and to support diversity and equality for all people
- Encourage a work environment which promotes the health, safety and wellbeing of self and others.
- Perform duties in line with the Social Work England Professional Standards.
- Prepare reports and maintain all necessary records including computerised records for administrative and statistical purposes in Children's Social Care.
- Support the Team Manager in coordinating the team and improving performance through agreed management activities, standing in for the Team Manager, and development activities, as agreed with the Team Manager.
- Encourage a work environment which promotes the health, safety and wellbeing of self and others.
- Any other duties required by the Team Manager commensurate with the grade and post.

#### **4. Key Stakeholders and reporting lines**

- Team Manager
- Group Manager



JOB TITLE	GRADE	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
<ul style="list-style-type: none"> <li>• Demonstrates detailed knowledge and skills in assessing children's and young people's needs and developing plans to meet these needs, including for children and young people in complex circumstances</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>• Demonstrates extensive knowledge of current childcare legislation, guidance and regulation</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>• Demonstrates extensive knowledge of theory, research, policy and the law relating to social work with children and families, including understanding of child development</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>• Ability to lead, motivate and develop a team, its work and its relationship within and outside of the agency.</li> </ul>	A/I	2
<ul style="list-style-type: none"> <li>• Ability to prepare succinct reports and present these in a formal setting.</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>• Demonstrates an understanding and commitment to equality of opportunity and anti-discriminatory practice and the ability to challenge and rectify discriminatory practice at individual and systemic levels.</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>• Demonstrates ability to take responsibility for a complex and demanding workload and priorities, and to use own initiative to manage issues that arise within the team seeking support from the Team Manager when required</li> </ul>	A/I	2

<ul style="list-style-type: none"> <li>• Demonstrates awareness of major research findings and Serious case review inquiry reports on Child Protection and/or planning for children and the implications for assessments and decision making and to have the ability to disseminate this information within the team and the wider Directorate.</li> </ul>	A/I	2
<ul style="list-style-type: none"> <li>• Ability to manage stress and work under pressure</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>• Ability to manage and lead change</li> </ul>		3
<ul style="list-style-type: none"> <li>• Ability to communicate, negotiate and influence a wide range of practitioners, managers and partners from other agencies.</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>• Ability to work in partnership with other agencies to secure positive outcomes and help children, young people, families and carers to access resources</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>• Ability to work collaboratively and restoratively with people, and to develop positive working relationships working through challenging circumstances through communication skills</li> </ul>	A/I	3
<ul style="list-style-type: none"> <li>• Ability to manage systems and processes to support the effective and timely delivery of assessments and services across a team</li> </ul>	A/I	2
<ul style="list-style-type: none"> <li>• Demonstrates enthusiasm and commitment to social work; understanding and commitment to equality of opportunity and anti-discriminatory practice; upholds and demonstrates knowledge of social work values in accordance with the Professional Capabilities Framework, Knowledge and Skills Framework, and Social Work England Professional Standards</li> </ul>	A/I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
<ul style="list-style-type: none"> <li>• Experience of working directly with children and young people</li> </ul>	A	3
<ul style="list-style-type: none"> <li>• Experience of assessment and interventions or support programmes</li> </ul>	A	3
<ul style="list-style-type: none"> <li>• Knowledge of key theories and methods for work with children, young and families such as child development, systems theory and restorative practice</li> </ul>	A	3
<ul style="list-style-type: none"> <li>• To have extensive experience of utilising a range of social work skills at PQ level within a Local Authority or recognised equivalent authority.</li> </ul>	A	3
<ul style="list-style-type: none"> <li>• Experience of supporting and developing skills and learning for practitioners in Children's Social Care</li> </ul>	A	3
<ul style="list-style-type: none"> <li>• Identified area(s) of specialist knowledge and skills</li> </ul>	I	3
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
<ul style="list-style-type: none"> <li>• Social work qualification, BA, MA, CQSW, CSS, DipSW,</li> </ul>	A	
<ul style="list-style-type: none"> <li>• Registration with Social Work England</li> </ul>	A	
<ul style="list-style-type: none"> <li>• Evidence of CPD, i.e. Log of CPD as required for Social Work England re-registration</li> </ul>	A	
<ul style="list-style-type: none"> <li>• Evidence of ASYE completion if appropriate, and has at least two years of experience post-ASYE</li> </ul>	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	
Awareness of, and commitment to, confidentiality and handling data	I	

<b>Prepared by:</b>	Antony Schaffarczyk Principal Social Worker	<b>Date:</b>	22/03/22
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