

JOB DESCRIPTION



Job Title	Assistant Team Manager		
Salary	£40,876 - £44,863, 4% Market Premia, £626 London Weighting, £963 Essential Car User Allowance		
Directorate:	People	Section/Location	Time Square
Grade/Salary Range:	E – SCP 37 - 41	Work style:	Free

Key Objectives of the role

- Contribute to the overall management of the Family Placement Team with support from the Team Manager
- Line Management responsibility for supervising social workers and family workers
- Ensuring timely Form F, SGO and Form C assessments and supporting the team to meet its statutory duties in terms of annual reviews and visits

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To provide 1:1 reflective supervision to social workers and family workers that supports case discussion as well as looking at their own development needs.
- To allocate and monitor assessments of prospective foster carers, special guardians, connected person carers and private foster carers in a timely manner.
- To monitor the workloads of the team, using the tools and policies in places.
- To ensure that the team are meeting all regulations and statutory duties in terms of visits, annual reviews and assessments.
- To attend Entry to Care panel and ensure that all children who are to be placed are matched appropriately.
- To work with the Foster Panel advisor to ensure that cases being presented are of a high standard.
- To ensure that the foster carers have access to a robust and relevant training programme that meets theirs and the children's needs.
- To meet monthly with the Bracknell Foster Carers Association to promote joint working and shared problem solving.
- To work with the transformation team to improve service delivery, participating in workshops and encourage engagement from the staff team and foster carers.
- To prepare annual performance reports in consultation with the Team Manager.

Scope of role

There are no budgetary responsibilities with this role.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Bracknell Forest Council has been awarded the LILAC (Leading Improvements for Looked After Children) quality mark for excellence in the practice of listening to and involving Looked After Children and Young People.

All employees working with children and young people must demonstrate a commitment to the principles of participatory practice and the involvement of young people in decisions which affect them.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> • Social Work qualification. • Social Work England registration. 	<ul style="list-style-type: none"> • Relevant qualifications or training in therapeutic models. • Post qualifying Social Work modules.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Experience of working within Children's Social Care. • Ability to communicate with children and commitment to ensure their views are heard. • Sound knowledge of the Children's Act and other legislation including Fostering regulations, Adoption Act, Adoption standards and Care Planning Regulations. • Experience of the placement of children and young people with substitute families. • Competency to undertake and provide clear strategies to support placement stability. • Experience of working with foster carers and adopters • Experience of producing court reports and giving evidence. • Ability to communicate orally in a clear manner. • Ability to write in a clear and concise manner and to use a computer to record and to maintain data. • Ability and commitment to work within timescales. • Understanding of and commitment to the principles of participatory practice with 	<ul style="list-style-type: none"> • Supervisory and Management Experience

	children and young people.
Work-related Personal Requirements	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Commitment to safeguarding and promoting the welfare of children and young people. • Ability to listen to the views of children and young people and take their views into account when making decisions that affect them. • Commitment to implementing equal opportunities in all areas of work.
Other Work Requirements	<ul style="list-style-type: none"> • Flexibility with regard to working schedule • A satisfactory enhanced Disclosure & Barring Service check • Driving Licence and use of car on daily basis.

KEY CRITERIA	ESSENTIAL	DESIRABLE
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Role models and demonstrates the Council's values and behaviours



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.