



Brighter
Futures for
Children

brighterfuturesforchildren.org

Assistant Team Manager

Job Description & Person Specification



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Job Information

Post Title	<ul style="list-style-type: none">Assistant Team Manager
Reports to:	<ul style="list-style-type: none">Team Manager
Grade and Salary:	<ul style="list-style-type: none">RGSW8b (SCP 39 – 42)Full time, permanent
Location	<ul style="list-style-type: none">Civic Centre, Reading
Conditions:	<ul style="list-style-type: none">37 hours per week, occasional outside office hours to respond to specific service requirements
Direct reports to the post:	<ul style="list-style-type: none">Social WorkersSocial Work Assistants

Job Purpose

Brighter Futures for Children is improving outcomes for Reading's children, young people and families.

We are an independent, not-for-profit-company, wholly owned by Reading Borough Council. Our responsibility is to deliver quality children's services, early help, education and Special Educational Needs and Disabilities (SEND) services in the borough.

The Assistant Team Manager (ATM) has responsibility for the day-to-day operational management of a sub-team of social work staff, under the guidance of the overall Team Manager (TM).

The ATM will be responsible for the good leadership, supervision and general management of their sub-team as well as the efficient and appropriate escalation of significant incidents.

The ATM will assist the Team Manager in delivering the service outcomes for Children, Young People and their Families.

Designation of Post within Company Structure

1. Your role

- Lead a small number of staff in delivering a service in a specialised field (e.g. foster, adoption, family support, children and young people with learning or physical disabilities, duty, and referral) and/or geographical area in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets.
- To advise your line manager of any significant incident, event or identified trend, in order to ensure effective and timely management and resolution.
- Provide advice and support in relation to complex cases.
- Undertake/oversee allocation of work to your direct reports to agreed service priorities; monitor case files, case records; deal with workload management issues as they arise.
- As directed be involved with or lead on matters related to recruitment, induction, training and personal development, absence management, retention, grievance/discipline/capability, succession planning, workforce planning.
- Undertake professional and reflective supervision, staff appraisals and staff development



activities.

- Undertake performance management, quality assurance and act on inadequate performance as appropriate.
- Ensure oversight and adherence to agreed resource packages and contribute to resource planning for the overall team assigned to.
- Ensure you and your supervisees are adhering to agreed policies and procedures. Contribute to development of strategy/services/policies for specialised field; ensuring service delivery is within relevant legislation and regulation.
- Develop and maintain internal and external working relationships with partner organisations, external agencies.
- Chair reviews/planning meetings/case conferences/strategy meetings as appropriate.
- To model leadership competencies and behaviours that continuously develop staff and services.
- To take personal responsibility for identifying and meeting your own development and training needs.
- To undertake delegated duties on behalf of Team Managers, as required.
- To undertake any other duties that are deemed appropriate to the nature, level and grade of the post, as may be required.
- To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the company’s health and safety rules and legislative requirements.
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

2. Relationships – who you will work with

Internal:	<ul style="list-style-type: none"> • Managers and fellow Social Workers • Colleagues across the council and Brighter Futures for Children
External:	<p>Develop and promote strong partnerships with:</p> <ul style="list-style-type: none"> • Service users and carers • Partner agencies including Schools, Health & Police • Community and voluntary sector agencies • Safeguarding Boards

3. What your performance will be measured against

- Personal objectives set as part of your continuous professional development.



4. Your level of autonomy

- Required to work as part of a team as well as using own initiative to deliver objectives

5. Personal Attributes

- Confident
- Approachable
- Friendly
- Uses initiative
- Achieves deadlines

6. Scope of Job (Budgetary/Resource Control/Impact)

- The post holder will assist the TM in the management of staffing and service budgets.
- Line management of a team of staff numbering approximately 5 - 8 people.
- To supervise, line and performance manage a team that is responsible for the effective provision of statutory children’s services.
- To operate from an office base in Reading and be required to visit and work at other locations as necessary.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
Does the post require a check against the list of people barred from working with vulnerable adults?	NO
Does the post require a check against the list of people barred from working with children?	YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	NONE
Is this post “politically restricted”?	NO
Responsibility for Health & Safety:	LEVEL 2
Please specify responsibility for implementing the company’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	N/A
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above	Comply with the HCPC Codes of Practice

Person Specification

Qualifications & Education

Essential:

- Social Work qualification and HCPC registration
- Appropriate Post Qualifying Moderated Training eg PQ Level 1 or 2 / Consolidation or Specialist / Practice Teacher of Enabling Learning or equivalent is desirable
- An undertaking to complete a relevant management qualification for all teams

Experience

Essential:

- Substantial post qualification experience and some direct management experience within a statutory children's social care service.
- Experience of effective risk assessment and risk management in Child Protection and Child Looked After work
- Experience of the legal and social care policy framework
- Experience of quality performance management systems
- Experience of effectively and productively chairing meeting
- Experience of the concept and activity of corporate parenting

Skills, Abilities & Competencies

- Empowering leadership and drive that maximises the potential of others
- Effective time and workload management for teams of staff where there are competing demands
- Clear and high level oral communication and writing skills (eg. business plans, service plans, performance reports)
- Demonstration of ensuring equality of opportunity and opposition to all forms of discrimination in all that you do
- Ability to work across organisational boundaries to lead the development and delivery of multi-agency initiatives and effective partnerships
- Ability to make effective use of supervision, consultation and feedback regarding any areas of delegated authority
- Ability to demonstrate resilience via a range of techniques developed by yourself to manage stress and the range of unpleasant environmental circumstances that you may come into contact with on a regular basis

Additional Working Requirements

- Car driver with regular use of a car
- Be prepared to lead on service development and policy work within the service
- Be prepared to work outside office hours to respond to specific service requirements
- Satisfactory Enhanced Criminal Records Bureau Disclosure