

METROPOLITAN BOROUGH OF ROCHDALE

JOB DESCRIPTION (draft for consultation)

SERVICE: Children's Social Care

SECTION: Various

LOCATION: No1 Riverside

JOB TITLE: Youth Justice Team Leader

Grade: Grade 10

Accountable to: Team Manager

Accountable for:

Hours of Duty: 37

Any Special Conditions of Service:

An enhanced DBS check is necessary for this position.

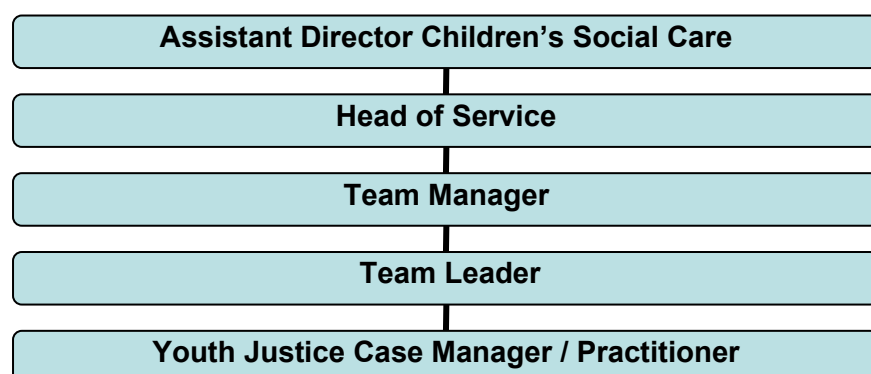
For positions in First Response/MASS and Sunrise Greater Manchester Police Force Vetting at Level 3 will be required.

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R M B C.

The postholder will be expected to undertake a certain amount of travelling in the course of his/her duties for which a casual car user allowance will be paid.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Responsible for:-

- Undertake / oversee direct work with children, young people and their families focusing on particularly complex problems which require advanced practice skills. Taking responsibility for the development of specific areas of professional Youth Justice practice
- Initiate and develop appropriate policy and procedures for approval by the Head of Service
- To produce / oversee high-quality reports and assessments for the Courts and other specialist assessments such as standalone, independent documentation without having case holder responsibility for such cases
- To support and promote development of staff and maintain high standards of professional practice both within the team, service and Greater Manchester Youth Justice Hub.
- To lead on evidence-based practice: assessments and interventions across the Youth Justice service.
- To support and mentor staff on various programmes such as ASYE and Practice placements.
- To undertake responsibility as Duty Manager for Court, including Saturday.

Control of Resources

Personnel

All staff employed within the teams managed by the post holder

Financial

All budgets where spending is delegated to the post holder.

Equipment/Materials

All equipment, materials and other physical assets (buildings) for which the post holder is responsible.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework, Social Work England and other professional bodies relevant to the role.

Relationships (Internal and External)

Colleagues across the Council, elected members, Partner Agencies, voluntary sector, service users, parents/carers, families and local community groups / organisations.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Work in accordance with the relevant professional bodies' framework standards of Practice, and codes of conduct.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

Quality of Practice

1. To act as a senior member of the team and assist and deputize for the Team Manager in decision-making and direction of assessments, plans and actions (e.g. chairing high risk / resettlement, and multi-agency risk management meetings, and the Joint Decision-Making Panel).
2. Undertake / oversee direct work with children, young people and their families focusing on particularly complex problems which require advanced oversight and practice skills.
3. To produce / oversee high-quality Court reports and assessments in cases where there is a need for such reports to be produced by a Team Leader other than the case-holder to achieve a sense of independence.
4. Taking responsibility for the development of specific areas of professional practice including the initiation and development of appropriate policy and procedures for approval by the Head of Service.
5. To support and promote the development and maintaining of high standards of professional practice both within the team and service.
6. To supervise staff, provide training, guidance and support to practitioners and liaise with other managers to ensure that such training and support is delivered in the most effective manner.
7. To supervise staff, support and promote the use of best practice guidance, through supervision, performance management and quality assurance processes and initiatives, ensuring that the Youth Justice Service deliver high-quality reports to Court and wider services.
8. Complete high standard audit activity, and data performance and quality assurance reports providing analysis of practice and performance, for the Team Manager and Head of Service.
9. To ensure that weekend Court is staffed appropriately, all Rota's related to Youth Justice practice, including duty cover are completed.

Communication and Engagement

10. To promote good standards of care ensuring the child, parent / carer and family participation and that their views and experiences are considered in service delivery including effective complaints handling (which meets Statutory requirements) user consultation via partnership working so that effective engagement with all service users and partners can be evidenced.
11. To contribute to the development of policies, procedures, quality standards, performance indicators and best practice in line with the Children's Social Care Performance Framework, ensuring that these are sensitive to minority and disadvantaged groups.
12. To participate in case file and supervision auditing activity across the service (and with partners) in accordance with the Children's Social Care Quality Assurance Framework, to ensure the highest possible standard of social work and other safeguarding practice.

Organizational and Personal Development

13. Supporting the induction of new members of staff and students
14. Contribute to both the delivery and design of the Children's Social Care Workforce Development Strategy as well as corporate, in-service and multi-agency training programmes.
15. To provide expert training, guidance and support to staff and to liaise with colleagues, or other managers to ensure that such training and support is provided in the most effective way.
16. Drawing up and implementing plans for self and team members under the direction of the Team Manager to ensure team business plan targets are met.
17. Disseminating information to team members and ensuring they keep themselves up to date with national and local policy and legislative developments and research on best professional practice. Participate in learning, training and development opportunities relevant to the post.
15. To be responsible for the promotion of own and the team's professional development in accordance with the requirements of Social Work England or any other relevant professional body.
16. To participate in an annual review, utilizing the Personal Development Review (DELVE) to ensure that the criteria for undertaking the Team Leader role in accordance with the requirements of the role (successful mentoring/coaching of newly qualified/ new practitioners is maintained).
17. Provide evidence of CPD that meets the requirements of the Social Work England or any other relevant professional body including completion of agreed Post Graduate Certificate (or equivalent).

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Assistant Director (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Tracey Staines</u>	Date	<u>August 2026</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

**Rochdale Borough Council
Person Specification**

Service :	Children's Services	Post:	Youth Justice Team Leader
Section :	Children's Social Care	Post Number :	
Job Ref:		Grade:	Grade 10

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable(D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Do you have a professional Social Work Qualification, recognised Probation, Youth Justice, Police, Teacher or Youth and Community qualification.	E	AF
2 What post qualification experience do you have working with Children/Young People and their families?	E	AF
3 What post-qualification management experience do you have within a complex Children's and Families setting?	E	AF
(a) Special Working Conditions		
1 Please confirm you can attend evening meetings, weekend conferences and Court duty on occasions	E	AF
(b) Qualification and Experience		
1 Please give details of your relevant professional qualification and experience in working with Children/Young People and their families within a Youth Justice / or other Statutory setting.	E	AF I A
2 Please give details of how you have contributed to multi-disciplinary teams and developed partnership working to keep Children and Young People safe.	E	I
3 Please provide details of how you carry out effective supervision (including reflective supervision) and appraisal to ensure safe practice in a high-risk environment.	E	AF I A
4 Relevant management/supervisory qualification.	D	AF
(c) Skills and Knowledge		
1 Please give details of your knowledge and how you maintain your CPD in relation to your qualification / the Children Act 1989 & 2004 and other relevant related legislation.	E	I

2	Please give details of your knowledge and how you maintain your CPD in relation to Government initiatives and best practice in the delivery of effective youth justice / children's services in an interagency and corporate context.	E	I A
3	Please explain your understanding of the importance of accurate staffing and management information recording systems.	E	I
4	Please give details of your management and leadership skills, including securing commitment from individuals to contribute to service improvement and delivered improved standards of practice and outcomes for children/young people.	E	AF
5	Please give details of how you have managed change in a pressurised environment, including preparation for scrutiny / inspections.	E	I
6	Please give details of how you have developed services and implemented plans in diverse communities.	E	I
7	Please give details of your excellent verbal, written, numerical, assessment and analytical skills, plus your administration and business processing skills.	E	I AT
8	Please give details of your ability to manage and interpret budgetary and financial information.	E	I AT
9	Please give details of how you use IT/ICS system in order to enhance service provision	E	I
10	Please give details on your ability and commitment to work in accordance with the Professional Capabilities Framework at the appropriate level.	E	I
11	Please give details outlining your understanding of the importance of a robust performance management and quality assurance framework and the skills that you have to be able to implement this,	E	AF I
(d) Behaviours and Values			
Approach the job at all times using the values set out below: • Proud • Passionate • Pioneering and Open		E	AF I