

Job Description and Person Specification Profile

Job Title:	Team Manager – Social Worker Qualified.
Job ID:	DH26-P
Service:	MASH
Grade:	J+
Reporting to:	Service Manager for MASH

What's the post, and what are we looking for?

What we are looking for

We are looking for a Team Manager (Social Work Qualified) to support children, young people and their families in our front door arrangements.

To be responsible for a team that identifies and provides support and services for children and families.

To be responsible for the development of high-quality work, including social work, by ensuring that all work is appropriately analysed, planned, critically evaluated and reviewed and that key performance indicators are met.

To contribute to overall strategic planning and management of the service and to the development of high-quality services.

To lead the team ensuring that the functions of the service are carried out effectively and in accordance with the legislation, regulations, guidance, standards and local procedures and priorities.

To continually improve services in the light of the views of children and families, performance data and stakeholder feedback.

You will provide our staff with high quality support and respond to their individual needs as required.

You will support the leadership of the Front Door service by offering advice, support and guidance to practitioners within the Front Door and others, contributing to a consistently high standard of practice across services.

You will take into account the views of children, young people and families and partners to continually improve service delivery.

You will facilitate workshops and group supervisions to support decision making, provide opportunities for reflection and ensure appropriate plans are in place to meet families' individual needs effectively, enabling families to make positive and sustained changes.

You will attend and chair a range of multi-agency meetings to share important information and contribute to decisions that support the individual needs of children, young people and families.

You will contribute to the leadership of the service through mentoring, coaching and practice development to support practitioners and achieve positive outcomes for children, young people and families.

As a Team Manager you will champion **Tameside's Heart of Support Practice Approach**

At Tameside, we believe in:

- **Compassion** – understanding the lived experiences of children and families.
- **Curiosity** – asking questions that lead to deeper insight and better outcomes for children.
- **Collaboration** – working together across services to deliver joined-up support.
- **Conversation** – listening and engaging meaningfully with children, families and professionals.
- **Courage** – leading with courage, making bold and compassionate decisions that put children first.

The 5 C's will be central to all the work that you complete.

Key responsibilities:

- As an Employee of Tameside Council all roles are expected to work in a way that ensures vulnerable children and adults are safeguarded and report any safeguarding concerns in accordance with established policies and procedures.
- Ensure induction of new staff joining the team as per Children's Services guidance

- To manage the team in line with service policy, procedure and guidelines
- Adhere to the Council's Human Resource Guidelines for Managers, with particular reference to: Supervisions, Recruitment and Selection, Disciplinary/Grievance/Capability Procedures, Equal Opportunities Employment Code of Practice, Attendance Issues, i.e. Annual Leave, Flexi Leave, Sickness Absence, Compassionate/Special Leave, Flexible Working, Maternity Provision, Exit Interviews, Address issues concerning staff welfare in accordance with the Council's policies
- Comply with the Authority's Health and Safety Regulations
- Ensure that the training and development needs of staff within the team are evaluated and actioned in accordance with the Authority's STRIVE programme and the Service Training Strategy
- Ensure that the staffing practices of the team are in accordance with Council policy e.g. in relation to casual/temporary employment
- Operate Personnel Practices within the Authority's scheme of delegation and follow agreed processes with employees and Trade Unions.
- Management of all budgets held by the team, responsibility for budget monitoring and for the control of income and expenditure within approved levels.
- Ensure that the team operates within the Service's Scheme of Financial Delegation, Council Standing Orders and Financial Regulations.
- Manage allocation of work in accordance with priorities, ensuring that all functions of the service area are carried out within timescales and according to local procedures and priorities.
- Maintain effective workload monitoring within the team.
- Management/operation of team to accord with Best Value principles
- Responsibility for ensuring that work is undertaken to meet agreed standards but always striving for excellent practice
- Drive up quality of practice relating to all aspects of work, including triage, requests for information, record keeping and meeting of statutory timescales.

- Establish, sustain and develop quality audit systems within the team to ensure that the team delivers services to the required standard and specifications.
- Contribute to the management of quality in the service.
- Manage the performance of the team, setting individual team targets as required.
- Share learning about good practice and contribute to training and development activities to progress continuous professional development for all team members.
- To ensure practice meets the Standards set by Social Work England
- Contribute to the planning process of the service and to develop, produce and monitor the Team Plan.
- Develop appropriate systems in conjunction with the Performance Team for the collection of performance data and data analysis.
- Provision of reports using required formats for presentation and analysis of data.
- Contribute to the devising, implementing and evaluation of changes with the involvement of front line staff to continually improve services, systems and standards, in conjunction with the Head of Service and the Children's Management Team.

About you

Your essential qualifications

- Social Work Degree (CQSW, CSS, DiPSW or equivalent)
- Registration with Social Work England
- Evidence of consistent pattern of learning from education, training and experience.

Your essential skills, knowledge and experience

- Post Qualifying experience in a Management Role within a social care setting
- Knowledge and experience of child protection and court work in family led settings
- Understanding of basic human needs, physical, emotional and social.
- Knowledge of Children's Act 1989 and 2004, and relevant legislation.
- Knowledge of issues facing families at risk of family breakdown.
- Experience of working with children, young people and families displaying challenging behaviour.
- Experience of health/social care needs and services.
- Ability to produce and maintain accurate records using the children's recording system and produce reports as necessary
- Ability to engage positively with children, young people and their family.
- Effective communication/interpersonal skills.
- Aptitude for using IT.
- Ability to challenge families appropriately.
- Ability to make decisions and take responsibility for them.
- Ability to work effectively in a team and with other agencies.
- Ability to work effectively on own initiative, prioritise workload and manage time to meet deadlines.
- As this post meets the requirements of the Immigration Act 2016 (part 7), the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

