

**Role Title: Student Programme Coordinator**  
**Salary: P04**  
**Location: Bradford, Sir Henry Mitchell House**  
**Report to: Learning and Development Manager**  
**Sap Position Number: tbc**

## About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

**Our vision:** For all children and young people in Bradford to be safe and able to realise their full potential.

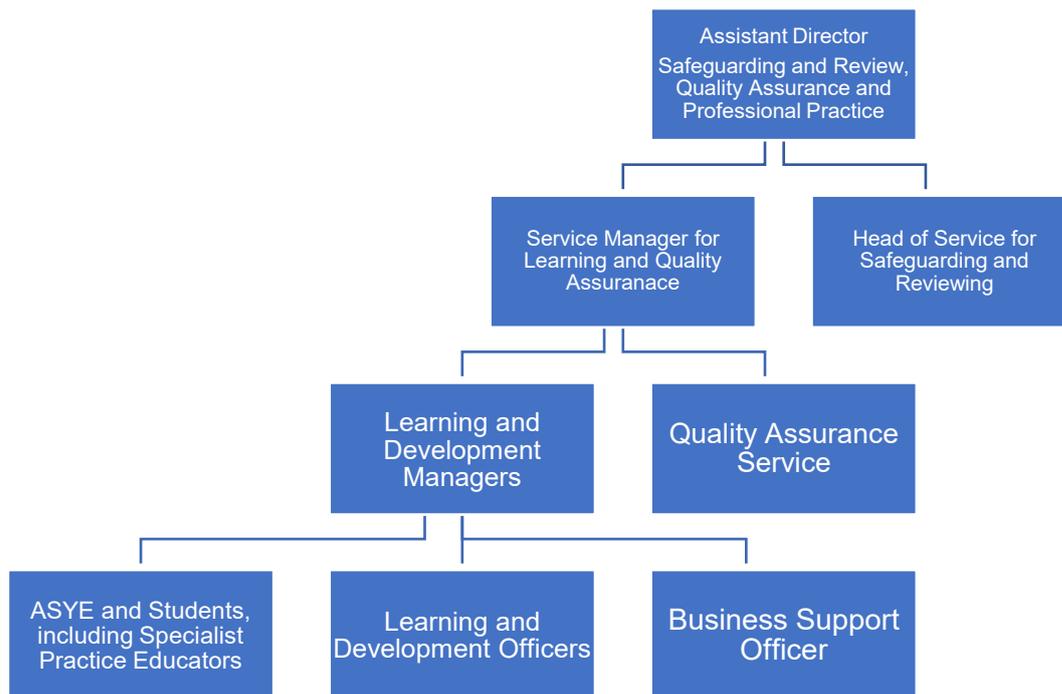
**Our purpose:** To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.



## Learning and Quality Assurance Service Overview

The role sits within the Learning and Quality Assurance Service which is comprised as set out below.



## Role Summary

To develop and lead a robust student and Practice Education programme in Bradford which is compliant with the expected standards and guidance set out by the DfE and Skills for Care including contributing to the admissions, curriculum, teaching and the readiness to practice of students at the Higher Education Institutions.



To be accountable for the quality of practice, setting standards and creating the conditions required for successful social work by motivating, nurturing, mentoring staff and contributing to practice development, including undertaking activity that links to the Childrens Services performance framework.

To work closely with the Principal Social Worker, Workforce Development Manager and Bradford Teaching Partnership to develop a sustainability plan which supports the training and recruitment of social workers through a robust education programme ensuring that service users experience high quality interventions.

### Main Duties and Responsibilities

1. To be operationally responsible for the student and practice education programme, having an active lead role from recruitment of students to the College and University course; teaching and developing practice educators and the development of the programme through to the endorsement of practice stage. This includes maintaining the practice educator and student data base to ensure that the local authority can meet expected demand.
2. Develop a training and support programme for workplace supervisors and practice educators so that they understand their responsibilities in the assessment of a student against the professional capabilities framework (PCF).
3. Develop and deliver a training package to ensure that the student understands and is able to demonstrate compliance with the PCF and evaluate the effectiveness of the programme to ensure that the training offered is to a high standard.
4. Work within the Teaching Partnership to ensure that the student and practice educator programme is aligned with Adult Services; being involved in work streams and projects managed by the Teaching Partnership which will include teaching sessions at the College and University for the practice requirement skills days.
5. Develop a support network for the students and practice educators across the department and the Teaching Partnership involving all service departments and partner agencies where necessary.
6. To support and oversee the quality assurance of reports and assessments in relation to the student having developed a system of key check points including the development of action planning where there are concerns. Liaison with the key professionals at the HEI to ensure that the teaching meets the expectations of the local authority's standards.



7. As a lead practice educator provide specific practice support and supervision to practice educators acting as a mentor to those practice educators going through stage 2 accreditation to ensure that they are fully supported in their own development to offer excellent support, guidance and teaching to students to ensure that their practice is excellent, developed and embedded. Undertaking direct observations of practice within the agreed policy and supervision procedures, mapped against the professional capabilities framework descriptors and the Knowledge and Skills statements to gain and indication of the quality of practice and the impact on service users.
8. To be responsible for the annual PE conference commissioning key speakers using the commissioning and procurement processes in place.
9. To maintain records and databases producing regular reports regarding the student and practice education programme for the Principal Social Worker, and Head of Service for Safeguarding and Review, Q/A and L&D and the Teaching Partnership to demonstrate the quality of the programmes in producing excellent social workers as future employees.
10. To develop a sustainability model for the programme to ensure that there is a departmental understanding of when we need to advertise for cohorts and when they will progress through the career process so that this informs the workforce development strategy
11. To chair action plan meetings and develop the action plan to support the student when there are concerns they are not meeting the Professional Capabilities framework and/or expectations of the placement and so in danger of failing the programme.
12. Contribute to the development of the student handbook and report templates reviewing this yearly to ensure compliance with the national programme expectations; working with other regional and national leads develop a shared model of practice and share practice knowledge to enhance the student and practice education programme locally, regionally and nationally.
13. Undertake projects within the Learning and Development team to develop practice knowledge and improvement and to deliver training to facilitate training and other learning opportunities for all Social Work staff, on the basis of own expertise, promoting best practice and improved outcomes for service users.
14. Provide/offer expert opinion within the organisation and others as a result of developing expertise in one or more areas of practice and acting as a member of a professional or Service Planning Group. This may include providing coaching and mentoring to other professionals in the local authority.
15. Remain up to date and compliant with all relevant legislation and adhere to organisational procedures, policies and professional codes of conduct in order to uphold a high quality seamless service. Identify own continuing professional development needs and strive to meet these.



16. Complete audits of children's records to support the learning and development of social work practice across the Trust.

## About you

Be able to apply and consolidate knowledge of social sciences, law and social work practice theory, and be able to demonstrate a comprehensive understanding and use of this knowledge related to the area of social work in Childrens Services, developing and maintaining expertise in field of practice and supporting others to apply knowledge and practice.

To develop and maintain working relationships within multi-agency and inter-professional partnerships and settings, working within the organisations remit, including demonstrating a sophisticated knowledge of relevant legislation and the ability to influence organisational development.

Recognise diversity and apply anti discriminatory and anti-oppressive principles in practice, and promote positive approaches to diversity and identity providing guidance and challenge when required.

Be able to record accurate information, and write records and reports using electronic recording system, and be able to analyse and evaluate recording (ICS) and other recording systems/information systems

## Qualifications and Experience

1. Comprehensive knowledge of social work practice and legislation, including safeguarding.
2. Experience of supporting the learning and development of others practitioners to improve practice and have a positive impact on outcomes of service users including the development of students, newly qualified social workers and other practitioners.
3. Hold Full Practice Educator qualification at Stage two.
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5. You must be organised, efficient and able to work on your own initiative as well as within tight time schedules
6. Recognised Social Work Qualification with 3 years experience post qualification with a minimum of six months as an experienced social worker.
7. Registration with Social Work England.
8. Advanced IT skills – Microsoft Word, Outlook and Excel are required as well as excellent time management and multi-tasking skills
9. You must be able to work evenings, weekends and bank holidays as required by the needs of the service.
10. You must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.
11. Valid, full driving licence with car available (unless a disability prevents this).

## Safeguarding

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment. Successful applicants will be required to complete the relevant safeguarding checks. An DBS check will be requested. We are an equal opportunities employer.

