

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Childrens Services	SERVICE GROUP: Social Care
POST TITLE: Practice Supervisor	REPORTS TO: Team Manager
GRADE: PO4	SAP POSITION NUMBER : Various

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

This role will support the Management Team across Children's Services in delivering a high quality Social Care Service to children and their families. To assist the team manager in the support and development of the staff team and the wider service.

There will be a particular emphasis on mentoring and supporting new social workers, including support and supervision responsibilities to newly qualified social workers undertaking the ASYE, to support their learning, seek out opportunities for their development and coaching as required.

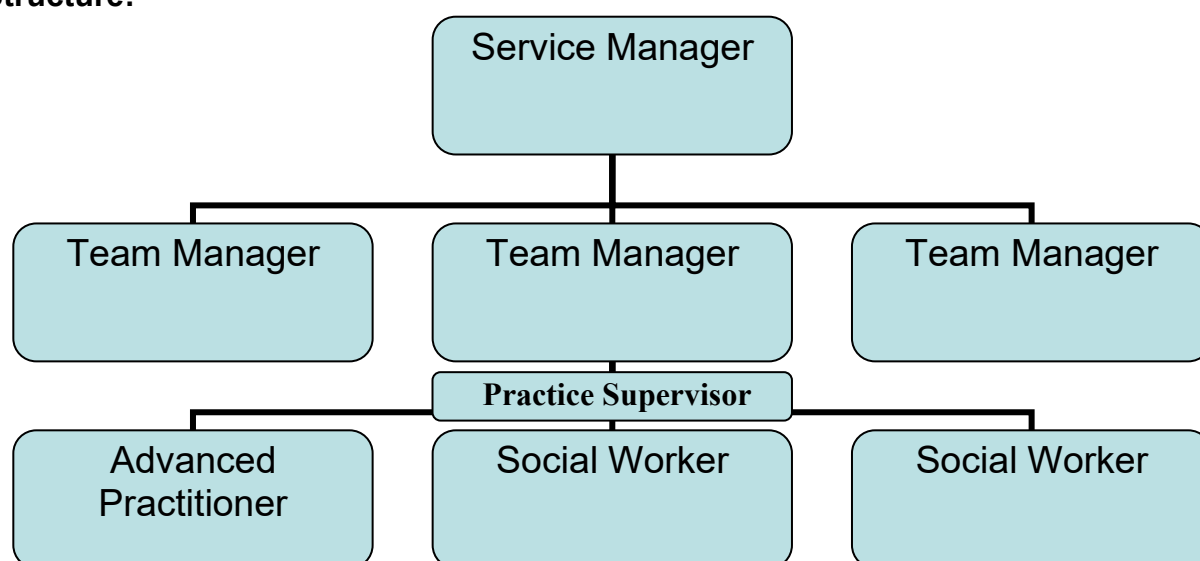
Contribute to practice development, including undertaking activity that links to the Childrens Services performance framework.

To operate within departmental policy, practice and procedures.

Main Responsibilities of Post:

1. To be accountable for the quality of practice, setting standards and creating the conditions required for successful social work by motivating, nurturing and mentoring staff. Encouraging and promoting effective relationships and communication between individuals across the service and partner agencies.
2. To undertake medium and long term practice development projects which require developed interpretation and analysis skills and partnership working with both colleagues and service users, in order to deliver solutions to a complex range of issues. Identifying practice changes, resource implications and training required.
3. To deputise in the absence of the team manager to provide management cover in conjunction with the duty Team Manager for the Service Area and with the agreement of the Service Manager
4. Undertake audit activity and moderation responsibilities, taking responsibility for the learning from these audits to be disseminated. Including liaising with external stakeholders where necessary and the development and delivery of training if required.
5. To support and oversee the quality assurance of reports and assessments including preparation and submissions for Court Proceedings.
6. To take a lead role in preparing less experienced social workers for court and at court within care proceedings.
7. As a practice educator provide specific practice support to students and newly qualified social workers in their Assessed and Supported Year of Employment and other colleagues to ensure that their practice is excellent, developed and embedded.
8. To quickly establish, develop and maintain good working relationships with service users and colleagues supporting them to adopt and, embed in practice the Signs of Safety model and other practice frameworks adopted in the service.
9. To supervise individuals and lead on group supervisions as agreed with the team manager, within the SoS framework. Undertake direct observations of practice within the agreed policy and supervision procedures, mapped against the PCF descriptors and against the Knowledge and Skills Statements, gaining an indication of the quality of social work practice and the impact on service users.
10. Responsible for agreeing cash requests in the absence of the team manager and in line with the service financial policy and procedures.
11. 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.

12. When capacity allows, to co work on complex cases and undertake joint assessments where the degree of risk and profile of the service user requires greater volumes of experience and expertise.
13. Make recommendations in respect of assessments, planning and case reviews ensuring the appropriate use of legal options have been explored and presented to relevant panels.
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.
15. Work in partnership with other agencies and organisations, chairing and leading a range of meetings in order to fulfil the provisions of a Social Work Service.
16. To work closely with other Practice Supervisors and with the Principal Social Worker to drive local and national agendas relating to social work.
17. To maintain up to date, accurate, concise and purposeful records of work in line with departmental policy on recording and access to files.
18. 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.
19. To participate continuously in professional development opportunities including regular supervision and appraisal in line with registration and HCPC standards.
20. To act in accordance with the priorities and policies of the Department, actively promoting and supporting council policies on equality and working in an anti oppressive manner.

Structure:**Special Knowledge Requirement: Essential for shortlisting.**

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column

	Essential
Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the <u>Advanced threshold</u> level which will be applied where the postholder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	x
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. (PCF 5)	x
Be able to apply critical reflection and analysis to inform and provide a rationale for professional decision-making, including providing critical reflection, challenge and evidence-informed decision making in complex situations. (PCF 6)	x
Use judgement and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse including demonstrating excellent communication skills in complex situations, and the ability to maintain and provide expertise and act as a resource to others within the organisation. (PCF 7)	x
Operate effectively 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.	x

(PCF8)	
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.	x
(PCF 3)	
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.	x
(PCF 7)	
Model effective assessment and management of risk in complex situations, across a range of situations, and including positive risk taking approaches. (PCF 7)	x

Relevant experience requirement: Essential for shortlisting
Significant experience of managing complex case work including child protection work and Court proceedings is necessary
Hold Full Practice Educator qualification at Stage two. Or, demonstrate a willingness to achieve Full Practice Educator qualification at stage two starting within 6 months of appointment.
At least 4 years relevant social work experience of which 3 years must be post qualification; with a minimum of 6 months as an experienced social worker. Paid or voluntary work in a similar, relevant field will be considered at application stage.
Relevant professional qualifications requirement: Essential for shortlisting
A recognised professional Social Work Qualification e.g. Degree in Social Work, DipSW, CQSW or equivalent as recognised by the Health and Care Professions Council
A recognised post qualifying award in Social Work or demonstrable evidence of continuous professional development at a similar level.
The candidate must be registered with the Social Work England (SWE) and ensure responsibility for maintaining registration with SWE.
Valid, full driving licence (unless a disability prevents this)
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and

handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies: to be used at the interview stage.		
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.		
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.		
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.		
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.		
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.		
Working Conditions:		
You must be able to work evenings, weekends and bank holidays as required by the needs of the service. 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.		
Special Conditions:		
There is a requirement for the post to have DBS checks You need to have a full driving licence and a car available		
Compiled by: Revised March 2020 Date:	Grade Assessment Date:	Post Grade: PO4