

Role Title: ASYE Programme Coordinator (Fixed Term)

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.

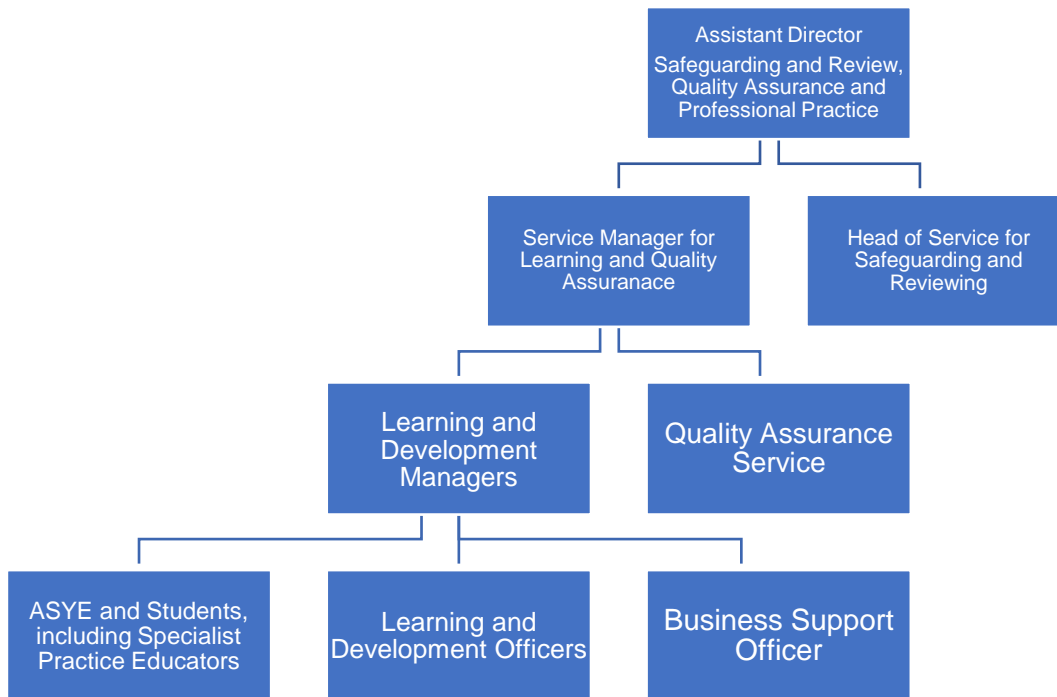
Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

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 ensure that the Assessed and Supported Year in Education (ASYE) programme in Bradford is fully compliant with the standards and guidance set out by the DfE and Skills for Care to support our Newly Qualified Social Workers (NQSWS).

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 to develop, review and maintain the ASYE programme under the Skills for Care guidance ensuring that we encourage and promote effective relationships and communication between individuals across the service and partner agencies.

Main Duties and Responsibilities

1. In this role you will be responsible for the coordination and management of the ASYE programme, having an active lead role from recruitment of NQSWs to the programme, the development of the programme through to the endorsement of practice stage. This includes maintaining the ASYE Skills for Care portal to ensure that the funding stream from the DfE is received and that there is accountability for funding.
2. Develop a training and support programme for the Practice Supervisors and Team Managers so that they understand their responsibilities in the assessment of an ASYE in their team to ensure that the standard of assessment is robust. This includes the writing of the assessment at key stages.
3. Develop and deliver a training package to ensure that the ASYE understands and is able to demonstrate compliance with the Post Qualifying Standards for social workers.
4. Work with the Teaching Partnership to ensure that the ASYE 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 ASYEs 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 NQSW having developed a system of key check points including the development of action planning where there are concerns.



7. As a practice educator provide specific practice support and supervision 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. 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.
8. To be jointly responsible for the practice education conference
9. To maintain records and databases producing regular reports regarding the ASYE programme for the Principal Social Worker and senior leaders.
10. To develop a sustainability model for the ASYE 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 ASYE when there are concerns they are not meeting the post qualifying standards and in danger of failing the programme.
12. Produce the ASYE handbook and report templates reviewing this yearly to ensure compliance with the national programme as managed by the Skills for Care on behalf of the DfE and working with other regional and national leads develop a shared model of practice and share practice knowledge to enhance the ASYE 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.
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. You must be organised, efficient and able to work on your own initiative as well as within tight time schedules



3. Recognised Social Work Qualification with 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.
4. Registration with Social Work England.
5. Advanced IT skills – Microsoft Word, Outlook and Excel are required as well as excellent time management and multi-tasking skills
6. You must be able to work evenings, weekends and bank holidays as required by the needs of the service.
7. 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.
8. 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.

