

## BRADFORD CHILDREN AND FAMILIES TRUST JOB PROFILE

<b>DEPARTMENT: Childrens Services</b>	<b>SERVICE GROUP: Children's Services</b>
<b>POST TITLE: Practice Supervisor</b>	<b>REPORTS TO: Team Manager</b>
<b>GRADE: PO4</b>	<b>SAP Position Number:</b>

The following information is furnished to help Bradford Children and Families Trust staff and those people considering joining the Trust 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.

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

You will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

### **Key Purpose of Post:**

- As a practice expert, collaborate closely with the Principal Social Worker to influence and support the delivery of a high-quality service to children and their families through the development and progression of the staff team and the wider service by modelling good practice, sharing knowledge and experience, offering guidance, support, mentoring and consultation.
- Taking the lead for supporting newly qualified social workers undertaking the ASYE programme and student social workers on placement within the team. This will include supporting and developing their practice, identifying learning opportunities for them, providing regular reflective supervision, mentoring, and formally assessing their progress including writing reports and attending relevant panels.
- Support the Team Manager in managing the performance of the team.

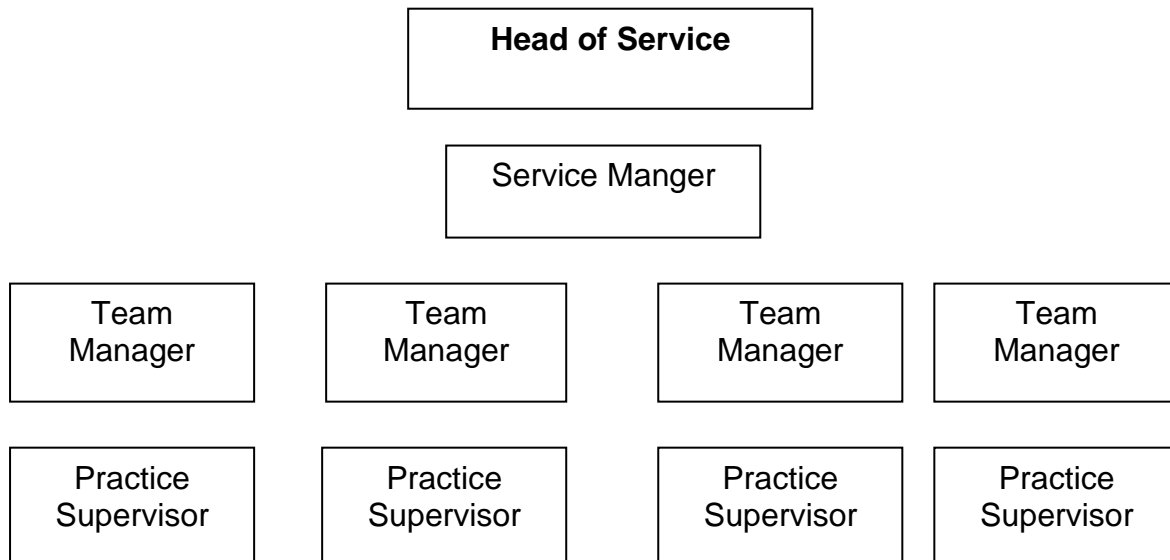
## **Main Responsibilities of Post:**

1. Working closely with the Principal Social worker, be a practice leader within the team and service area for the improvement and development of good quality practice for the benefit of children, young people, and their families by modelling standards through motivating, nurturing, and mentoring of staff. This includes embedding the Restorative practice approach that the Trust has adopted.
2. As an expert in good practice, act as a consultant for others, advising on the most complex of situations involving children, young people, and their families. This will include mentoring, observation of practice and peer reflection to support good case management underpinned by quality assurance of assessments and reports; taking a lead role where necessary with complex assessments while supporting others to develop excellent analytical and risk management skills.
3. Act as an Assessor for Newly Qualified Social Workers completing their Assessed and Supported Year in Employment and be the Practice Educator for student social workers including the provision of regular reflective supervision, participating in regular reviews, report writing and attendance at panel. Where necessary being the co-worker for children and young people to support the development of practice by modelling good practice and offering high support and high challenge.
4. To support less experienced social workers with the care proceedings process, which includes the quality assurance of reports and assessments for court, in conjunction with the Court Consultant.
5. Supporting the Team Manager to understand performance in the team, feeding back on strengths and areas of learning within the team, providing support through reflection, training, and additional support to help improve services for children and families. Embed quality assurance function, ensuring compliance with practice standards, practice guidance, relevant legislation and adhere to organisational procedures, policies, and professional codes of conduct to uphold a high-quality seamless service.
6. Undertake audit activity and moderation responsibilities, taking responsibility for the learning from these audits to be disseminated within own team/service linking in with the Workforce and Learning Service around the delivery of learning and development workshops.
7. To be part of and undertake practice development projects, working with both colleagues, service users and stakeholders to deliver solutions to a complex range of issues. Identifying practice changes, resource implications and training required and feeding this back to the Principal Social Worker.
8. To support the team in the absence of the team manager in conjunction with the duty Team Manager for the Service Area.
9. To lead on group reflective supervision with the team, undertake direct observations of practice and hold individual reflective practice discussions as set out within the agreed policy and supervision procedures, mapped against the PCF descriptors and the post qualifying practice standards to understand the quality of

social work practice and the impact on service users.

10. Provide/offer expert opinion within the organisation, developing expertise in one or more areas of practice and acting as a member of a professional or Service Planning Group.
11. To work in conjunction with the Principal Social Worker and the Practice Supervisor forum to drive identified practice improvement and new initiatives and local and national agendas relating to social work, which will include delivering training to the wider service. Liaise and promote positive relationships with colleagues, service users, partners and stake holders ensuring that there are opportunities for co-production of resources and learning and development opportunities.
12. To identify own development needs and participate in continuous professional development opportunities including attendance at mandatory workshops and enhanced learning opportunities including supervision, appraisals, and own directed learning in line with registration expectations for social work registered bodies. Tracking the development and progression of team members to understand the training needs of individuals. This includes ensuring that the team are accessing training and development opportunities and how this is impacting on and influencing their practice.
13. Promote the priorities and policies of the Trust, through active promotion and support and acting as a champion for the Trust and Bradford; actively promote equality, diversity and inclusion policies and practice.

## Structure



<b>Special Knowledge Requirement: Essential for shortlisting.</b>	
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column</b>	
	<b>Essential</b>
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, 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. (PCF8)	X
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. (PCF 3)	X
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. (PCF 7)	X
Model effective assessment and management of risk in complex situations, across a range of situations, and including positive risk-taking approaches. (PCF 7)	X

<b>Relevant experience requirement: Essential for shortlisting</b>
Hold Full Practice Educator qualification at Stage two or be ready to start the stage two award within 6 months of appointment.
At least 4 years post qualification social work experience with a minimum of 12 months as an experienced level 3 social worker.
Significant experience of managing complex issues work including child protection work and Court proceedings.
Excellent communication skills with the ability to influence, negotiate and establish credibility for the Service, to enhance its reputation, and to form positive relationships.
<b>Relevant professional qualifications requirement: Essential for shortlisting</b>
A recognised professional Social Work Qualification E.g., Degree in Social Work, DipSW, CQSW or equivalent as recognised by Social Work England.  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).
<b>Core Employee competencies to be used at interview stage.</b>
<b>Carries Out Performance Management</b> – covers the employee’s capacity to manage their workload and carry out several specific tasks accurately to a high standard.
<b>Communicates Effectively</b> - 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.
<b>Carries Out Effective Decision Making</b> - 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.
<b>Undertakes Structured Problem-Solving Activity</b> - 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.
<b>Operates with Dignity and Respect</b> - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

<b>Working Conditions:</b>		
<p>Be able to work evenings, weekends and bank holidays as required by the needs of the service.</p> <p>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.</p>		
<b>Special Conditions:</b>		
<p>There is a requirement for the post to be DBS checked.</p> <p>You need to have a full driving licence and a car available.</p>		
<b>Compiled by:</b>	<b>Grade Assessment Date:</b>	<b>Post Grade:</b>
Traci Taylor September 2023		PO4