

JOB OUTLINE	
JOB TITLE: Senior Practitioner (Children's Services)	JET CODE: 6565
DIVISION: Education & Children's Services	
SERVICE: Children's Services	
REPORTING TO: Team Leader/Service Manager	
RESPONSIBLE FOR: Supervision of Family Support Workers and Assistants	
JOB PURPOSE: To provide and promote a high standard of practice within Children's Services and in multi-agency settings, through the provision of a service to vulnerable children, young people and their families/carers, in accordance with statutory obligations, policies and procedures.	
MAIN DUTIES: Fulfil the Council's statutory obligations to protect and promote the welfare of children. Work directly with children, young people, families and carers in accordance with social work values and GIRFEC practice and principles. Manage a complex caseload, including undertaking assessments and care planning. Ensure records are kept up to date. Contribute effectively to early intervention focus with practice in service delivery. Produce high quality Assessment and Care Planning reports and other reports, as required. Assist the Team Leader with managing the workload of the Supervisory group. This includes allocation of work to ensure best use of skills and expertise, prioritisation of and monitoring of progress of cases to ensure follow up actions and review. Take a key role in contributing to allocated areas of strategy/policy and service development in conjunction with Performance & Service Improvement Team colleagues and other relevant partners. Liaise with other agencies, including colleagues in Children's Services, Education, Police, Health and Voluntary Agencies to both assess and meet children's needs in accordance with GIRFEC practice and principles. (For Education, carry a lead role for liaison with schools and clusters).	



Develop a relevant specialist area of expertise for the benefit of the wider Children's Services service, including keeping abreast of local, national and international research in relation to the functions of Children's Services.

Undertake relevant training to maintain and improve professional knowledge and skills and contribute to the learning and development of others.

Keep abreast of changes in procedure and legislation as they affect the client group.

Responsible for planning regular personal supervision with relevant staff.

Coach and mentor social work colleagues and supervise Family Support Workers/Assistants.

Participate in appropriate community planning, service development and project group events, encouraging and enabling effective multi-agency, early intervention and community capacity building.

Take reasonable care of personal health and safety and ensure compliance with the Council's health and safety rules and legislative requirements.

Promote a positive image of Children's Services by providing excellent Customer Care.

Promote the Council's vision and values and a corporate culture that is positive, customer focused and supports employee engagement to the highest standards.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

Tasks Specific to Senior Practitioners employed in Community Resources Supervision Group and Disability Supervision Group only

Contribute to the development of a flexible range of care placements and resources to meet the needs of children, young people and their families and support the Team Leader in planning and monitoring the adoption, fostering and family placement services.

Recruit, screen, assess, train, approve, support and review foster carers/share the carers/kinship carers/adoptive families required to care for children unable to live with their birth parents and support the Team Leader in planning and monitoring these processes.

Undertake the role of supervising social worker for a number of carers and adoptive families, providing support and supervision in accordance with National and East Lothian Standards.

Lead and develop programmes of training and support for adopters, foster carers and share the carers, individually and in groups.

Undertake a lead investigation role and provide written reports about allegations, complaints or concerns which may be raised about particular foster carers, share the carers or prospective adopters on behalf of the Team Leader/Group Services Manager.



Contribute to the management, training and business of the East Lothian Adoption and Fostering Panel including membership if appropriate or membership of a partner agency adoption or fostering panel.

Support the Team Leader to lead and manage the duty system by identifying appropriate care placements for referred children and responding to enquiries from potential carers.

Undertake a range of administrative tasks related to the effective provision of service, including the completion of reports, home studies and carer records.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Approved Social Work qualification.
- Post qualifying award in Child Protection and Welfare **or** Practice Teaching **or** Securing Children's Futures: Good Practice in Permanence Planning and Family Placement **OR** a commitment to achieve the Post qualifying award within two years of appointment (supported by children's services).

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- **SSSC registration** is an **essential** requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration **within 3 months** of your start date to ensure that you are **registered within the required 6 months**.



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Approved Social Work qualification. Post qualifying award in Child Protection and Welfare or Practice Teaching or Securing Children's Future: Good Practice in Permanence Planning and Family Placement OR a commitment to achieve the Post qualifying award within two years of appointment (supported by children's services). Evidence of a strong commitment to Continual Professional Development. This role requires PVG clearance for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. SSSC registration is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration within 3 months of your start date to ensure that you are registered within the required 6 months. As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle.	
Previous Experience (Paid & Voluntary Work)	Experience of working with children, young people, families and carers, including statutory work and challenging behaviour.	Involvement in project work. Contribution to Service strategy and policy development.



	Experience of child protection investigations and resolutions.	
Knowledge/ Skills /Competencies	Knowledge and understanding of child care policy and practice, child growth and development, including brain development, effects of separation and loss and assessing and managing risk. Knowledge of relevant Children and Families legislation and Government initiatives in areas relevant to the team's operation. Professional knowledge of the needs of vulnerable children and those caring for them including relevant current research. Effective verbal and written communication skills. Effective organisational and time management skills. Skilled user of Microsoft Officer Suite such as Word, Excel, Outlook etc.	
Personal Qualities	Ability to mentor, coach and supervise staff. Positive attitude to supervision. Ability for formulate realistic and appropriate plans and to follow them through. Ability to write and present well structured, clear reports and proposals. Ability to reflect on practice and look at alternative points of view. Ability to work under pressure and meet deadlines. Ability to manage and prioritise a varied and complex workload.	



	Ability to use own initiative. Ability to be creative. Ability to work flexibly as part of a team. Ability to manage and develop effective relationships with stakeholders with tact and diplomacy. Ability to maintain confidentiality relating to sensitive or personal matters.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	