



**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

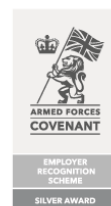
Senior Practitioner (Children with Disability Team) £48,636.29 - £54,786.55



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 03/11/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.



Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A

Post Title: Senior Practitioner -

Children with Disabilities

Initial Location: Kilncraigs

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title): Team Leader

Service: Children's Services

Date last updated: December 2022

Date if superseded:

Grading Section

Eval Ref :

A4659

Post Number

Q95

Grade - 9

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

Senior Manager

Early Intervention, Children's services

Team Leader

Children with Disabilities
Team, Children's Services

Senior Practitioner

Children with Disabilities
Team, Children's Services

Resource Worker

Children with Disabilities

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

To assist Team Leaders in the development of delivery of an effective Children's Social Work Service. To provide supervision, consultation and advice to staff and students as appropriate. To work in partnership with other services provided to families either internally or externally to the Council. To keep up to date and impart knowledge to staff in relation to changes in legislation, statutory guidance and developments in theory and practice. To manage a smaller caseload of complex cases. To deputise on occasion for the Team Manager and always promote best professional practice. To undertake the writing and presentation of assessments and reports to Children's Hearings, Case Conferences etc. Where required, be responsible for the implementation and delivery of group work and related provisions. As directed by the management team, to lead on key areas of practice development e.g. Children with Disabilities, Youth Justice, Kinship Care, Fostering and Adoption, etc.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

1. To manage discrete areas of the business in agreement with Team Managers, including chairing Core Group Meetings, Staff Development meetings and other meetings.
2. To assist Team Leader in carrying out their responsibilities by ensuring that relevant policies and procedures are communicated to staff and implemented and that services are delivered in line with the Council's values, policies and procedures and the Social Work Service plans and priorities.
3. To assist in providing guidance and support, to the teams and monitor caseloads ensuring that service standards, deadlines and targets are met and informing Team Leader where operational difficulties have been identified.
4. Ensure that the team keep accurate and appropriate records in accordance with procedures laid down by the service
5. To manage a small, protected case load of complex cases and provide expert advice across a specialist area.
6. To be actively involved in service specific activities:
 - Provide section 23 assessments in relation to children and young people with disabilities, including complex health, behavioural, communication and care needs.
 - Lead the provision of effective transition planning for young people moving from children's services to adult services, promoting coordinated, person-centred and outcome-focused planning across agencies.
 - Support high-quality assessment and planning in relation to Self-directed Support (SDS), ensuring that identified outcomes, eligible needs, available resources and family circumstances are clearly considered.
 - Contribute to the development, coordination and regular review of complex care arrangements and packages of care, working with families, health, education, commissioning colleagues and commissioned providers.
 - Promote proportionate risk assessment, contingency planning and multi-agency decision-making where complex care arrangements are required to maintain children safely within their family and community.
7. To compile and present complex assessment reports for Hearings, Case Conferences, Panels etc. as required
8. To build positive working relationships with other colleagues within the locality, 3rd party agencies and within Clackmannanshire Council.

9. To have excellent working knowledge of Child Protection procedures and relevant children's social work legislation.
10. To assist in the development of best practice, policies, and procedures relevant to Children's Services. These should be designed to reduce rates of registration, accommodation and statutory involvement, reduce disadvantages, inequality, promote social inclusion and thereby protect the public.
11. To contribute to the implementation of all Human Resource policies and procedures through consultation, supervision and advice to both staff and students as appropriate.
12. To provide direct staff supervision to family support workers
13. To provide mentoring, guidance and support to newly qualified and less experienced social workers.
14. To undertake other tasks as the Service may reasonably require which could involve occasional working in the evenings or weekends.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	To be qualified to degree or masters level in Social Work and registered with the SSSC	Certificate
2.	To have a minimum of two years post qualifying experience in a relevant social work setting.	Application/interview
3.	Experience of supervising/managing/supporting others involved in the professional delivery of Services e.g., Practice teaching, directing the work of qualified or non qualified staff, supporting newly qualified workers	Application/interview
4.	Experience of working in a team setting and understanding of the dynamics and responsibilities of team working	Application/interview
5.	Knowledge and experience in the area of assessment and management of risk within Multi Agency Child Protection arrangements	Application/interview
6.	Understanding of the management task in relation to staff, resources and planning; the strategic framework in which Social Services delivers its services; regulatory requirements of the service as relevant; different information needs within the service and the Council; and the requirements of service delivery and strategic planning	Interview
7.	Understanding of the legal and policy frameworks alongside an understanding of best social work practice underpinned by knowledge and research.	Application/interview
8.	Knowledge and experience of National Outcomes and Standards and relevant legislation, with the ability to apply these to complex care planning and packages of care	Application/interview

9.	Excellent written and oral communication skills	Application
10	Proven assessment and report writing skills	Application/interview
11	The post holder needs skills to motivate others, ability to engage positively with a wide range of people and organisations. To analyse information, improve staff and team performance. To be computer literate. The post holder must be able to prioritise tasks according to risk and need, to be organised and be a role model for the team	Application/interview
12	The post holder should have extensive experience of working with children, young people and families requiring statutory Social Work Services; experience within Children with Disabilities services, complex care or transition planning is desirable	Application/Interview
13	Post Qualifying Award such as Practice Educator, Child Protection or Mental Health Officer, or the ability to achieve this within two years.	Certificate

Desirable:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Understanding of and previous financial budgetary experience	Application/interview
2.	Experience chairing multi agency meetings	Application/interview

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

It is anticipated that this post will be a combination of blended working. Remote access will be provided in order to work from home. However, presence at office will also be required to ensure managerial oversight and support to colleagues.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

Keyboard skills, computer literacy and an ability to produce professional documents is required.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Work autonomously, with personal accountability for decision making under the broad general managerial direction of the Team Leader
- Resolve problems or situations, generally by applying analytical and problem solving skills.
- Creativity/innovation to assist in the development of new solutions.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

An ability to adhere to strict deadlines whilst still being able to respond to crises is essential. The post brings contact with individuals who often suffer from complex trauma therefore a level of personal resilience and ability to self care is important. The same individuals can pose a risk to self, others and, at times staff. Therefore an ability to assess risk and adhere to departmental Health and Safety measures is critical.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post holder will be responsible for ensuring that effective two way communication structures are in place throughout the team to keep people informed.

Internal: Working closely with team members, business support, other social work departments, Team Leaders, Senior Managers, Employees and Trade Unions

External: Other Scottish and UK Councils, SCRA, Scottish Parliament, MPs/MSPs, planning partners such as Police, Fire and Rescue, NHS, CoSLA, SSSC, Voluntary Sector, external agencies, private sector, members of the media and general public.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post holder may on occasion be responsible for opening and securing buildings. There will be responsibility in relation to providing signatures for vouchers and petty cash, ensuring that procedures and recording is followed.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

- The post holder will require a degree of autonomous working and initiative taking. However, many problems brought to the post are complex and more than one outcome is possible. In these cases, the post holder will require to consult with the Team Leader for advice.
- The post requires contributing to ideas, systems, and ways of working. It should also contribute to policy and procedure development
- The workload is often demand led and the post holder will be required to manage competing demands and prioritise workload for both themselves and those that they supervise. The post needs to analyse information and problem solve sometimes very confidential situations in a short space of time

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section O**CLIMATE CHANGE**

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.