East Lothian Council

JOB OUTLINE	
JOB TITLE: Team Leader – Children's Services	**JET CODE: 5014**
DIVISION: Education & Children's Services	
SERVICE/BUSINESS UNIT: Children's Services	
REPORTING TO: Service Manager	
RESPONSIBLE FOR: Senior Practitioners & Social Workers within the relevant team	

JOB PURPOSE:

To provide management and leadership within Children's Services (social work), in accordance with the Service Plan, Children and Families legislation, early intervention and prevention and joint working with partners in Adult Services, Education, Police, Health, Housing and other professionals as appropriate.

MAIN DUTIES:

Provide professional leadership, supervision and support to a group of employees as delegated by the Service Manager.

In conjunction with the Service Manager, plan, develop and effectively deliver the service, ensuring a high quality of practice is provided and maintained, and services put in place, to meet consumer needs within the Council's statutory obligations, policies, procedures, standards, priorities and financial constraints.

Manage the workload of the group, with efficient allocation of work within the team to ensure the best use of skills and expertise. Responsible for overseeing the caseload of the team including prioritisation of cases, overall awareness and monitoring of progress of cases to ensure follow-up action and review.

Support and enable early intervention focus with practice in service delivery.

Build a motivated and empowered team, through the promotion of a positive, open and group-focused culture, with emphasis on effective communication, collaborative working and continuous training and development.

Chair any forums/appropriate meetings, as required.

Ensure cases are assessed, managed, monitored and reviewed within the expectations of the 1995 Children (Scotland) Act, Adoption and Children (Scotland) Act 2007, Children's Hearings (Scotland) Act 2011 and other legislation and Children's Services policies and procedures.

Provide professional leadership, supervision and support to staff within the group, including training needs analysis, professional development and health and safety.

Participate in the management, development and training of the team and have responsibility for essential procedures and systems as delegated.

Assist and support the Service Manager in the implementation of East Lothian Council's employment policies and procedures within the team, ensuring these are managed and allocated in accordance with the Division's statutory obligations.

Take delegated responsibility for some devolved purchasing budgets and financial and staffing decisions within agreed parameters.

Take a lead role or participate in working groups and client decision-making forums, as required.

Contribute to the establishment of effective working relationships within Children's Services (social work) and across other services, agencies and disciplines and to promote a multi-disciplinary approach to ensuring implementation of GIRFEC within the service.

Produce high quality and sometimes complex reports for internal and external bodies as appropriate.

Deputise for the Service Manager as appropriate.

Contribute to the development of policies, services, resources, procedures and practice, and contributing as required to local and strategic plans, and disseminate relevant information within the Division in accordance with legislation, social inclusion and the overall aims and objectives of the Service.

Develop a relevant specialist area of expertise for the benefit of the wider Resources and People Service, including keeping abreast of local, national and international research in relation to the functions of Children's Service's (social work).

Develop a detailed knowledge of the local community and contribute to local community planning and multi-agency working to best effect, Council and National priorities for children and young people in your sphere of influence.

Provide cover for other Team Leaders as required and taking on responsibility for additional employees or cases from other teams to assist with employee shortages or varying workloads, this may include direct work with clients.

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

Undertake such other duties which may be assigned by the Head of Service or his/her representative.

Tasks Specific to Team Leader employed in Community Resources Supervisory Group only.

Provide professional leadership as designated manager for adoption and fostering services on the development of a flexible range of care placements and resources to meet the needs of children, young people and their families.

Provide professional leadership on the recruitment, screening, assessment training, approval, support and review foster carers/share the carers/ kinship carers/adoptive families required to care for children unable to live with their birth parents.

Manage and quality assure the role of supervising social worker of foster carers and adoptive families 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.

Investigate and manage reports regarding allegations, complaints, or concerns which may be raised about particular carers

Manage the duty system ensuring appropriate care placements are identified for referred children and responding to enquiries from potential carers

Lead and manage East Lothian's Adoption and Fostering Panel business, membership and training with the Adoption and Fostering Panel Administrator and Co-ordinator.

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

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Approved Social Work Qualification

Post qualifying award in Child Protection or Practice Teaching OR Mental Health

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with children and/or 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 qualification in Social Work, and SSSC Registration. Certificate in Child Protection or Post Qualifying award in Practice Teaching or Mental Health. As you are required to travel to manage a workload, you must hold a current driving licence **and/or** have access to a vehicle. This role requires **PVG clearance** for regulated work with children and/or 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**.	Post qualifying award in Management or another recognised area of study.
Previous Experience (Paid & Voluntary Work)	Experience in managing staff and promoting a positive working environment. Experience of 1:1 staff supervision. Substantial experience in childcare in a statutory setting. Substantial experience in Child Protection. Experience of networking and communicating with a wide range of organisations and individuals.	

	Experience of financial management.	
Knowledge/ Skills /Competencies	Substantial knowledge of relevant Children and Families legislation, Government initiatives and current research in areas relevant to the team's operation. Professional knowledge of the needs of vulnerable children and those caring for them. Knowledge and understanding of commissioning. Commitment to update knowledge and skills through Continual Professional Development. Effective verbal and written communication skills. Effective organisational and time management skills.	
Personal Qualities	Enthusiastic, open and approachable. Able to work on own initiative and in unsupervised situations. Ability to delegate appropriately. Ability to take responsibility and make decisions. Ability to manage conflict constructively. Ability to proritise and manage a demanding varied and complex workload, under pressure and meet deadlines. Ability to think creatively. Ability to delegate effectively. Ability to lead and manage a team. Ability to work effectively in a multi-disciplinary way. Ability to contribute towards the	

	development of the Service, strategy and policy. Ability to work on own initiative with minimal supervision. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders. Ability to maintain confidentiality relating to sensitive matters and 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	