**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Adults Affected by Adoption Senior Practitioner– Permanence Support Team |
| Salary: |  35- £44,711- £47,754 |
| Grade: | Grade 12 |
| Hours: | 25 |
| Team: | Permanence Support Team  |
| Service Area: | Adopt Thames Valley Regional Adoption Agency   |
| Primary Location: | Woodley based by will cover the ATV Region  |
| Budget responsibility: | ATV700 Management Recharges  |
| Responsible to: | Emma Griffin  |
| Responsible for: | The supervision of Sessional staff  |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.· To assist the Team Manager(s) with the operational management of the team, ensuring the highest standards of service are provided to service users, and providing support to colleagues.To be responsible for the delivery of the service for adults affected by adoption and supervise sessional workers. · To share the responsibility for overviewing and developing services for Adults Affected by Adoption.· To assist the Team Manager(s) in ensuring sound practice and continuing to improve practice.· To promote opportunities for developing awareness and understanding of the adoption and permanence support needs of adults affected by adoption.· The post holder is responsible for ensuring that all County Safeguarding and Child Protection policies are adhered to, raising any concerns, should they arise, in accordance with these policies |

## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.**MAIN DUTIES:** 1. To assist and deputise for the Team Manager(s), as required. Sharing specialist knowledge and experience to assist Team Managers in decision making and representing the team as needed.2. To share responsibility for overviewing services for Adults Affected by Adoption.3. To provide support and informal supervision to colleagues.4. To provide formal supervision and take on a supervisor's role, if required, including where appropriate quality review of recording and service user engagement.5. To comply with the requirements of relevant legislation, guidance, and practice standards, in accordance with the regions’ Children’s Social Care Policies and Procedures, and Safeguarding Procedures.6. To share responsibility for continually improving practice. Taking the lead in keeping up to date with research, policy and practice development in relation to Adult Affected by Adoption and to ensure that the Team Manager(s)/ colleagues/ other relevant professionals are aware of changes which will impact on the team's work.7. To share responsibility for identifying training needs; participating in designing and facilitating training for professionals and service users as appropriate, in conjunction with the learning and development team, independent trainers and other teams/organisations.8. To provide consultation, advice and support to professionals faced with post-order referrals and issues in relation to adults affected by adoption.9. To contribute to continuously improved performance, and to support inspection, performance assessments and best value processes by ensuring quality collection of key information and data.10. To advocate for the team, and to advocate for the adoption and permanence support needs of adopted and special guardianship CYP, adoptive and special guardianship families, adults affected by adoption and birth families.11. To hold case responsibility for high priority or complex cases where support needs have been identified until closure, re-allocation or referral to another team/agency.12. To conduct assessments of support needs (including Adoption Support Fund) which are sensitive to the needs of adults affected by adoption, to the highest professional standards, working in partnership with service users and partner agencies.13. To deliver social work interventions (including group interventions) to adults affected by adoption, to the highest professional standards, working in partnership with service users and partner agencies.14. To proactively consult with service users in order to contribute to the development of support services which will meet the needs of children, young people and families affected by adoption or permanence, across the region.15. To share responsibility for service development in one or more specific aspects of the work of the team and/or the wider service.16. To share responsibility for and share a lead role in developing and providing information, via different forms of media, in relation to Adults Affected by Adoption, ensuring information concerning services for and issues relating to Adults Affected by Adoption is accurate and accessible.17. To work towards improving relationships within the local authority, within the region, with local authority partners within the region, with other agencies and with service users to ensure partnership work is subject to continuous improvement and delivers improved outcomes for CYP and families affected by adoption and special guardianship.18. To ensure that the service is child-focused, ensuring the principles of the child’s voice and of children's rights are embedded in practice. In the specialist role with adults affected by adoption this means feeding back this knowledge and experience into the service and so informing early decision-making around children’s needs in permanent placements.19. To have a sound knowledge base of the Adoption Support Act, Adoption Act 2002 and the Post Commencement Regulations.20. To deliver schedule 2 counselling and support where required21. To advocate for the team and for our service users, promoting opportunities for developing awareness and understanding of the needs of, adults affected by adoption and birth families. 22.To work in a multi-agency fashion within the regions Local Authority’s and other organisations to provide an excellent service delivery to adults affected by adoption23. To have a good knowledge of IT and be able to work within Local Authority systems. **TASKS** **1, For Managers** - you must ensure you all fully aware of your responsibilities for Health & Safety, and the relevant activities expected of you as a Manager including the need to ensure  All new employees, that you manage, are fully briefed at induction  Your team are regularly reminded of key issues and responsibilities  Your staff are set appropriate targets at appraisals  Your staff undertake appropriate health and safety training, including refresher training as necessary  You carry out risk assessments, and implement them, for processes, operations and activities under your control  Health & Safety is a regular topic at Team Meetings **For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:  Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do  Cooperate on all issues involving health and safety  Use work items provided for you correctly, in accordance with training and instructions  Do not interfere with or misuse anything provided for your health, safety or welfare * To organise work according to Departmental priorities and to be responsible for managing own workload within legal and procedural requirements
* To maintain written records, prepare reports and complete administrative tasks as required by the Department and agencies
* To bring to the attention of the Line Manager any factors affecting the maintenance of legal or Departmental requirements or standards, or any matter of concern relating to the safety or protection of children
* In consultation with Line Manager, to identify learning needs and to participate in training events and other learning opportunities
* To maintain management information systems as required
* To provide information for users/potential users regarding the nature and availability of resources
* To take responsibility for personal contribution to the supervision, appraisal and development processes and procedures
* To participate in Team Meetings, sharing responsibility and accountability for the quality of the service provided
* Ensure adherence to statutory and departmental policies and procedures in relation to professional and administrative matters within levels of authority, e.g. complaints, health and safety, clients, specific policies/procedures
* Have the ability to visit clients and attend meetings across the county and at short notice. The post holder will need access to a car in order to meet business needs and occasionally will have to travel out of county which may involve overnight stays
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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| To maintain management information systems as required.  | I |
| Ensure adherence to statutory and departmental policies and procedures in relation to professional and administrative matters within levels of authority, e.g. complaints, health and safety, clients, specific policies/procedures.  | I |
| To organise work according to Departmental priorities and to be responsible for managing own workload within legal and procedural requirements. | I/A |
| To have three years post qualifying experience, including within adoption. | D/A |
| To provide information in respect of how they would complete a schedual two intervention  | I      |
| To provide information for users/potential users regarding the nature and availability of resources. | I |
| To be able to use effective communication skills to facilitate good working relationships with services users  | A/I |
| To have minimum of 3 years experience of adoption work |       |
| Desirable Criteria | Assessed By: |
| To have worked with adopted children or adults in a direct work capacity  | A/I |
| Ability to organise and prioritise own work load  | I/A |
| To have previous supervisory experience  | A/I |
| To have experience of intermediary work and schedule 2 counselling  | A/I |
| To have experience of electronic redaction  | I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [x]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | Other (please specify):       |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [x]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |
| [ ]  | Other (please specify):      |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.