**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: | ***Assistant Team Manager – Adoption team*** |
| Salary: | £48,710 -£51,802  |
| Grade: | G13 |
| Hours: | Full time |
| Team: | Adoption Team, Berkshire |
| Service Area: | Adopt Thames Valley, Children and Families  |
| Primary Location: | The primary office location is based in Woodley, Berkshire  |
| Budget responsibility: | None |
| Responsible to: | Team Manager |
| Responsible for: | Social workers, senior practitioners and family support workers.  |
| Political Restricted Post: | No |

## Job Purpose

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| **MAIN PURPOSE(S) OF THE JOB:** * To assist the Team Managers in the operational management of the team, ensuring the highest standards of service are provided.
* To ensure that services to users are delivered and developed according to Adopt Thames Valley policies procedures and guidance.
* To ensure that services are planned and delivered in a way that maximises participation and reflects Children’s Rights in relation to services being provided and in the way that Children, Young People and Families are worked with.

This post holder is responsible for ensuring that Safeguarding and Child Protection policies are adhered to and concerns are raised in accordance with these policies |

## Job Responsibilities

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| **Regional Adoption Agency Aims:**The Adoption and Children Act (2002) places a statutory requirement on each participating Authority and, therefore, the RAA to:* + Recruit, assess and support potential prospective adopters
	+ Work in partnership with the child’s social worker in seeking a permanent placement for the child through adoption
	+ Assess, support and plan for children who are relinquished by their birth parents
	+ Assess, support and plan for children who have a parallel plan for adoption
	+ Assess and support parent/partner and family relatives who wish to adopt a child
	+ Assess and support those adults who are seeking to adopt from another country (inter-country adoptions)
	+ Provide counselling advice and information to adopted adults post 18.
	+ Provide Independent support to birth parents involved in proceedings.
	+ Management and support Adoption Panels which approve prospective adopters and make recommendations on the matching of individual children to adopters, reviewing approvals and ensuring quality of practice
	+ Provide professional advice on best practice and regulations to agency decision makers
	+ Provide a quality assurance role across the RAA

**Main Duties:**1. To assist, as delegated, in the implementation of Adopt Thames Valley policies and procedures within statutory requirements. To ensure the implementation of relevant legislation.
2. To be responsible for the development and implementation of key operational systems.
3. To manage and monitor staff, processes, structures and practices for an Adoption team to ensure staff understand and deliver on key performance targets.
4. To deputise for the team manager and taking responsibility for aspects of the day to day running of the team.
5. Ensure procedural systems are maintained and managed according to agreed standard.
6. Chairing multi-agency discussions and meetings and planning meeting.
7. Ensure case records are accurate and up to date.
8. To ensure appropriate day to day people management, in accordance with OCC policies and processes, to include attendance management, performance, professional and personal development, equality and diversity and health, safety and welfare.
9. Direct responsibility for supervision of staff, including where appropriate quality review of record keeping, relevant reports and service user engagement.
10. Contribute to the monitoring and control of the staffing and team budget.
11. Contribute to the planning and development of staffing structures and allocation.
12. To assist the Service Manager and Team Manager in the planning and development of service and team plans
13. To be responsible for ensuring the implementation of processes for the Adoption Service to ensure the promotion of positive relationships with other professionals (internal and external), working co-operatively with them to support the appropriate delivery of high quality services to children and adoptive families

**General** * To assume specific responsibilities where appropriate (for example, taking a lead in one area of work and acting as an experienced consultant to less experienced team members)
* To accept delegated responsibility for specific areas of the teams work (for example overseeing the team’s leave / TOIL / training processes)
* To contribute to Service Development.

**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

If you are appointed to this post, you will be expected to abide by the Code of Ethics for Social Workers which will be issued to you. If you wish to have further information prior to your interview, please visit [www.tcsw.org.uk](http://www.tcsw.org.uk).You must have a current registration with Social Work England. **The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.** |

# 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).

Each of the criteria listed below will be measured through the application form (A) and optionally - 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: |
| **Educational achievements, Qualifications, Training and Knowledge:**• Qualified Social Worker (B.A. Hons Degree, DipSW or CQSW) or equivalent• Current Registration with Social Work England• Knowledge of legislation procedures, practice and guidance (Adoption Regulations & Adoption Standards – Adoption & Children Act 2002. Adoption Support Services Regulations 2005,Children Act 1989, Children and Families Bill 2013 • Knowledge of the adoption reform agenda, research in adoption and understanding of adoption issues • Knowledge and willingness to work with I.C.T.• Ability to gather and anyalyse information and produce clear and well-written reports for the Adoption Panel and Court within statutory timescales.• Experience of managing stressful situations, writing reports for court, and presenting the evidence clearly . | A, D |
| **Experience:**• 3 years social work experience with children and families and/or with foster carers and adopters.  | A, I, D |
| **Job related aptitude and skills:**Good interpersonal skills• Good assessment skills• Ability to liaise and negotiate with departmental colleagues and those in other agencies• Ability to assess needs and plan and co-ordinate services to meet children’s needs\*Active Communication – actively consults and supports the flow ofcommunication through the organisation and provides a compelling vision to others.\* Decision-making – makes clear management and financial decisions that take full account of value for money, cost management, efficiency and risk.\*Delivering Results- Consistently delivers stretching objectives through effective prioritisation, project management and the efficient use of resources.\* Customer focus – retains responsibility for high levels of external andinternal customer service through active feedback and a strong understanding of diverse customers.\* Personal Effectiveness - Acts with high levels of trust and personal accountability and responds positively to change and opportunities for personal development | A, I |
| **Personal qualities:**• Credibility with adopters, colleagues and other agencies• Reliability• Empathy• Focussed approach to providing support and help | A, I |
| **Special Requirements:**• Satisfactory Disclosure and Barring Service disclosure.• Driving license and car required. We will consider applications from non-drivers who can demonstrate their ability to travel to appointments and visits.• Flexibility over working hours. There is some evening and occasional weekend work. | A, D |
| **Equal Opportunities:**• Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.  | A, I |
| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:**•Child Care Award•Post qualification learning, particularly in the field of adoption or fostering | 1. I, D
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| **Experience:**• Ideally the candidate will have 3 years post qualifying experience of working with children and families, including some experience of Court work, permanency planning and/or placing a child for adoption or assessing prospective adopters. • If not the above, some experience of working with looked after children or with foster carers, or • Experience in supporting adoptive families after the adoption has been finalised,or • Experience of working with adults affected by adoption• Experience of working in therapeutic settings | A, I |
| **Job related aptitude and skills:**• Ability to participate in information sessions and training for adoptive parents | A, 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 are identified below (those ticked).

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| [ ]  | 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) |
| [x]  | 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) | [x]  | Overseas Criminal Record Checks if applicable |
| [ ]  | Prohibition from Teaching | [x]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | 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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| [ ]  | 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 | [ ]  | 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 |
| [ ]  | 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) | [x]  | 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 | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | 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.

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.