**Job Description**

# Section A: Job Profile

*The job profile outlines 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 |
| Salary: | £48,710-£51,802 per annum |
| Grade: | 13 |
| Hours: | 37 per week.  |
| Team: | Children’s Assessment Service |
| Service Area: | Children’s Social Care |
| Primary Location: | South Positions – Abbey Centre, AbingdonNorth Position – Samuelson House, BanburyCity Position – Rose Hill, OxfordPlease note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process |
| Budget responsibility: | None |
| Responsible to: | Team Manager |
| Responsible for: | * Line management of Children’s Practitioners, NQSWs, Senior Practitioners & Social Workers in the Children’s Assessment Service.
* Deputising for the Team Manager, as required.
* Managing the Team’s duty and assessment function.
* Supporting County safeguarding and child protection policies and ensuring that they are adhered to.
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| Political Restricted Post: | No |

## Job Purpose

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| * The post holder will line manage Social Workers (including NQSWs, Senior Practitioners) and Family Help Practitioners.
* The purpose of this job is to help children, young people and families in need of help and protection with a particular focus on managing Child & Family Assessments and Strategy Discussions/Section 47 Investigations for children newly referred or not currently open to a statutory social work team.
* The post holder will hold supervisory responsibility for some newly qualified social workers supporting and assessing them to meet the requirements of the Council's Assessed & Supported Year in Employment (ASYE) programme.
* The post has lead responsibility for ensuring that the duty and assessment function in the team is managed safely and delivers outcomes effectively and in a timely way.
* The role has no direct budgetary responsibility.
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The nature of this post will require flexibility to meet urgent priorities as they arise. This may entail some work outside normal office hours on occasion. The post holder will be expected to adopt a flexible attitude, to undertake a range of tasks in line with the needs of the Service and support other services within the Front Door as and when needed. **Professional standards -**The post holder will be expected to abide by the professional standards required by Social Work England -<https://www.socialworkengland.org.uk/standards/professional-standards/> |

## Job Responsibilities

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| 1. Responsibility for the review, allocation and timely progression of new referrals into the team via the duty system, under the direction of the team manager.
2. To support the team manager with performance management to ensure that statutory duties are undertaken in line with key performance targets; to operate within local performance framework and to strive to improve team performance. Ensuring timely internal reviews are completed on all assessments, that child and family assessment are quality assured, and all reviews are recorded on the children’s file
3. To play a lead role in improving practice, including the quality of assessments and care planning within the team, leading team meeting discussions and workshops, and updating staff on practice developments and research findings.
4. To ensure timely progression of work with families within the Family Safeguarding model.
5. To complete case supervision in respect of children and families where applicable
6. To support the team manager with the induction of new staff.
7. To convene and chair strategy meetings, mapping meetings and support workers with professional and transfer meetings where required.
8. To ensure direct reports’ effective multi-agency working with partner agencies and adult-facing practitioners as part of our Family Safeguarding model.
9. To support social workers with legal casework including pre-proceedings and care proceedings, ensuring the timely submission of social work evidence, timely instruction to LA solicitors, and the timely initiation and progression of pre-proceedings when warranted.
10. To ensure that child and family assessments are completed to a high standard and within proportionate timescales, in accordance with the complexity of presenting needs.
11. To promote consistently high standards of practice across the team that put the needs of children and young people at the forefront of all activity.
12. To ensure robust quality assurance of casework across the team and to participate in the Service’s Quality Assurance Framework, undertaking monthly audits and themed audits as required.
13. To support social workers to work in partnership with children and their families in line with the family safeguarding model principles.
14. To ensure all children for whom the post holder is responsible for, have a clear care plan to promote their development, wellbeing (inclusive of health and education) and protect them from harm.
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| 1. To actively promote anti-discriminatory and anti-oppressive practice and challenge discrimination in the workplace and with service users as and when required.
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| 1. To use the service’s electronic communications system, database, spreadsheets, word processing packages and templates competently and promote the use of IT within the team.
2. To ensure a high standard of electronic social care recording for all children.
3. To ensure compliance with local and national procedures for responding to risk of/actual significant harm to children.
4. To ensure that statements for court, child protection conferences and looked after reviews are completed to a consistently high standard, within timescales and evidence the views and wishes of children, families (including absent fathers) and carers.
5. To follow the Service’s procedures for the authorisation of care packages, placements, financial expenditure and accommodation of children.
6. To address poor performance in a timely way when required, including the Council’s Capability & Disciplinary procedure.
7. To represent and advocate for children, young people to access the services they need.
8. To promote children and young people’s participation in all meetings about them.
9. To make full and appropriate use of the Family Group Conferencing/family network meetings process.
10. The post holder will be required to undertake any other duties as may be deemed necessary to carry out the full remit of the role.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

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| Essential Criteria | Assessed By: |
| Social Work Qulification and registration with Social Work England | A,I, D |
| Working knowedge of the Family Safeguarding Model and Motivational Interviewing | A,I,D |
| Knowledge of services relevant to children, young people, families, carers, and groups, and knowledge of how to access relevant services  | A,I,T,D |
| Knowledge of relevant law, legislation, guidance, policy and procedures in relation to children and families social work. | A,I,T,D |
| Direct experience of the supervision of student social workers, family support staff, and/or social workers ability to offer guidance and clear recorded direction and oversight/review and plan.  | A,I,T,D |
| Considerable direct experience of safeguarding social work including child protection planning and legal casework.  | A,I,T,D |
| Demonstratable commitment to anti-discriminatory and anti-oppressive practice | A,I,T,D |
| Able to demonstrate excellent professional analytical, risk assessment and decision -making skills | A,I,T,D |
| Able to communicate appropriately and effectively with children and young people, adults, and professionals, verbally and in writing. | A,I,T,D |
| Able to effectively use a range of IT systems (Word, Outlook and Children's Services Case Recording Systems) | A,I,T,D |
| Proven ability to chair multi agency meetings such as strategy discussions, core group meetings or Multi agency risk assessment management planning meetings to demonstrate ability to formulate safe planning for children at risk of harm.  | A,I,T,D |
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| Desirable Criteria | Assessed By: |
| Previous experience in a similar management role | A, I |
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# 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 |
| [ ]  | 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 | [x]  | 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) | [x]  | Work with vulnerable children or vulnerable adults |
| [x]  | Undertaking repetitive tasks | [x]  | 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 |

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| [ ]  | Other (please specify):  |

May 2025