



Job Summary Overview

Job title	Team Manager
Career family	People Care
Professional pathway	Social Care and Education
Career family level	Operational Manager/ Senior Manager (Tier 5a)
Grade	15
Reports to	Service Manager
Financial responsibility	Processing PO's and invoices or manages budget up to £10,000 or reporting/analysis of budgets or influence over spend of small budgets (For example, ordering stock or approving expenses)
Supervisory responsibility	Up to 10 FTE including: Assistant Team Manager Senior Practitioner Social Worker Personal Advisor (PA)
Reference number	

Job Summary

The role involves managing a social care team to ensure that children and young people, including those requiring Family Help, Children in Need, Child Protection, those within the public law framework, children in care, and Care Leavers, receive prompt and high-quality assessments, support, and interventions tailored to their needs and aimed at reducing risks. The post-holder supports the Service Manager in the ongoing development, delivery, and evaluation of services for children, young people, and their families, ensuring Oxfordshire's vulnerable children are protected from significant harm, their life opportunities are enhanced, and permanent placements are arranged swiftly for those unable to stay within their birth families. Responsibilities also include making sure that social workers and children's practitioners collaborate effectively with children, young people, and families in accordance with Oxfordshire's practice models, such as the Family Safeguarding approach, facilitating group supervision, and driving timely progress on children's plans. Adherence to all relevant County policies and procedures is essential, with concerns raised as appropriate. Additionally, the role encompasses effective management of the team's budget.

Key Responsibilities



- Responsibility for the allocation and timely progression of new referrals into the team via the duty system.
- Ensure the Council fulfils its statutory responsibilities to assess, support, and safeguard children, young people, and families.
- Maintain effective arrangements for staff well-being and health & safety.
- Support and update Council policies and practices, ensuring compliance with legislation and best practice.
- Oversee the implementation of children's plans according to statutory and Council requirements and timescales.
- Keep the team informed of legal and statutory changes, and allocate resources based on assessed needs and Council policies.
- Monitor and respond to changes in policy and procedures, planning service adjustments as required.
- Promote positive engagement and relationships between staff and families, ensuring needs are central to service delivery.
- Encourage restorative, relationship-based practice, minimising changes of staff for families.
- Drive continual service improvement and effective quality assurance of casework through regular audits.
- Respond to complaints and concerns about service delivery within required timescales. Build strong partnerships with external agencies, children, young people, and families to deliver valued and cost-effective services.
- Foster a performance-driven culture, monitor team targets and manage under-performance as needed.
- Provide group and individual supervision for all staff and ensure effective case supervision.
- Lead with integrity, openness, and inclusive direction to achieve strategic and operational goals.
- Gather and evaluate feedback to improve services, implementing changes as necessary.
- Ensure anti-discriminatory and anti-oppressive practices are upheld and challenge discrimination.
- Manage the team's budget effectively.
- Carry out other reasonable duties as required by the role.

If you are appointed to this post, you will be expected to abide by the Practice Standards of Social Work England: Professional standards - Social Work England

Health and Safety

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.
- Report any health and safety concerns to your line manager as soon as practicable.



You must ensure you all fully aware of your responsibilities for Health & Safety, and the relevant activities expected of you as a manager, including ensuring that:

- All new employees, that you manage are fully inducted into their role. Your team are regularly reminded of key issues and responsibilities.
- 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 standing item at Team Meetings.

Specific requirements	Essential <i>Mark with ✓ ▪</i>	Desirable <i>Mark with ✓ ▪</i>
Social Work Qualification and registration with Social Work England	✓	
Ability to plan and manage time effectively	✓	
Interpersonal and communication skills	✓	
Ability to form positive working relationships with children, families and a range of colleagues across agencies, partners, communities and other councils.	✓	
Leading a Social Care Team, managing performance, resource and budgets	✓	
Capable of working independently, cooperating with team members, and offering adaptable assistance when needed.	✓	
Knowledge of relevant childcare legislation, guidance, and regulations, including Working Together to Safeguard Children 2018 with proven ability to successfully implement this in the setting at an operational and strategic level.	✓	
Excellent ICT skills – add detail of MS, LiquidLogic (LCS)	✓	
Experience of Family Help, child protection, children in need and children we care for arrangements delivered in statutory settings.	✓	
Proactive and adaptable to change	✓	
Experience of leading teams to deliver high performance and to budget	✓	
Ability to travel independently to a variety of settings, sometimes at short notice	✓	
Ability to work flexibly in line with service needs.	✓	
Awareness of health and safety legislation	✓	
Ability to analyse performance data to inform service planning and resource allocation		✓
Experience in developing and maintaining strong multi-agency partnerships at a strategic level		✓

Working Arrangements



- The post is not politically restricted.
- Full driving license with business insurance required to be able to travel and work from various office locations within the county.
- Enhanced Disclosure and Barring Service check with Children's and Adults Barred List
- Required to provide cover for colleagues during periods of absence to ensure continuity of service and maintain operational efficiency.
- Ability to work flexibly, including work on a rota basis, evenings, weekends, bank holidays, sleep-ins and responding to emergencies.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy.
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

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

X	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
X	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	X	Restricted postural change – prolonged sitting
X	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
X	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
X	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	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
☐	Other (please specify):		



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COUNTY COUNCIL**