



Bracknell Forest Children, Social Care Recruitment Pack

Assistant Team Manager, Children's Specialist Support Services

Visit our micro-site to <https://www.bracknell-forest.gov.uk/jobs/childrens-social-care-jobs> to meet some of our current staff and find out more about working for Bracknell Forest Children's Social Care

'Social workers enjoy working for Bracknell Forest. They appreciate the training and clinical supervision that they receive, as well as the availability and support of senior managers.'

Bracknell Forest Council Ofsted Inspection of services for children in need of help and protection, children looked after and care leavers – May 2017



About Children's Social Care at Bracknell Forest

Our department aims to ensure that children and young people in Bracknell Forest achieve the best possible outcomes for their lives through education, advice and guidance and access to support.

Children's Specialist Support

Bracknell Forest Council's Children's Specialist Support Team is part of Children's Social Care, and is co-located with the Special Educational Needs Team and Educational Psychology. The team works with children and their families who require a specialist social care response as a result of needs or risks relating to disability, physical/sensory impairment, complex health needs, learning /disability, child sexual exploitation and or going missing. The role of the team is to support permanency with a personalised approach that enables wherever possible children to be cared for safely within their own families.

Safeguarding

The remit of the Safeguarding team is focussed on preventative work and on child protection.

The Multi-Agency Safeguarding Hub is the front door to Children's Social Care Services, providing advice and information to the public and professionals. If a contact or referral to the team does not meet the threshold for social work assessment, it is signposted / stepped down to appropriate services or other early help resources.

The Assessment Team receives referrals from the MASH and carries out child protection enquiries and child in need assessments, visiting families when there are concerns about children's safety and/or welfare. Following an assessment if further intervention is required the family are allocated a social worker from one of the Family Safeguarding Teams the Under 11's, Over 11's or Children's Specialist Support Teams. All case work is closed or transferred from the Assessment Team within 4 to 6 weeks.

The Family Safeguarding Under 11's team primary role is to ensure that the welfare of vulnerable children and young people is safeguarded and has a particular focus upon those children who are subject to Child Protection Plans or Care Proceedings, although the team carries a significant number of Child in Need cases too.

Both teams have close working relationships with our Legal Department, Independent Reviewing Service and multi-agency partners.

Looked After Children

The Over 11's Team

The Over 11's team works with children, young people and their families assessing help and support needed, as defined by the Children's Act 1989 and makes arrangements to provide appropriate services. This includes Child in Need assessments and Child Protection enquiries and support for Looked After Children. The team manages high risk, complex cases and progresses matters via the family justice system, as appropriate.

Life Chances Team

The Life Chances Team is a virtual, interagency team working with Looked After Children. The team is a method of effectively using the time of the professionals involved to understand and put into place solution focused plans and actions to address any current or potential difficulties that could impede the progress of the child or young person. The overall aim of the team is to improve outcomes of children and young people in preparation for adulthood in the areas of accommodation needs, health care and educational achievement.

Family Placement Team

The Family Placement Team provide the full range of family placement services, including fostering, post adoption, respite care, supported lodgings, connected persons fostering, Special Guardianship, assessing private fostering arrangements and the short break scheme for disabled children. The team is also responsible for all aspects of placement finding for planned and unplanned needs.

Youth Offending Service

The Youth Offending Service (YOS) is made up of professionals from a variety of agencies. The team includes a social worker, police officer, health worker, education specialist, training & employment worker, substance misuse worker, case managers, parenting worker and restorative justice coordinator. We provide services for young people aged 10 to 17 who have offended and are sentenced by the Youth or Crown Court, to be supervised in accordance with the conditions of their Youth Justice Court Orders. The service is provided with due regard for the victims of these offences.

Leaving Care Service

The Leaving Care team provides support to Looked After Children from the ages of 15 1/2 years and acts in the capacity of personal advisor until the age of 21 years, as defined by the Care Leaving Act 2000, the Children and Young Persons Act 2008, Care Planning Regulations 2011 and the Transition to Adulthood Statutory Guidance 2011. There is an expectation that the team is in regular contact with the young person, visits their accommodation within timescales, addresses their NEET (not in education, employment or training) and health needs and acts as a concerned involved parent. The Local Authority is required to provide support until the young person reaches 25 years, if they remain in education or training.

About Children's Social Care at Bracknell Forest

OFSTED 2017

This is an opportunity to join a Local Authority who were assessed by OFSTED as 'Good' with 'Outstanding' features in the most recent Inspection of services for children in need of help and protection, children looked after and care leavers in May 2017.

Some of the positive comments about workforce development include:

'Social workers enjoy working for Bracknell Forest. They appreciate the training and clinical supervision that they receive, as well as the availability and support of senior managers.'

'Staff have access to a comprehensive package of multi-agency training and developmental opportunities, as well as a range of information, research and materials via web-based learning and resource sites. A well-structured pathway is in place for newly qualified social workers to access the assessed and supported year in employment.'

Read the full report on safeguarding and looked after children's services at

<http://www.ofsted.gov.uk/local-authorities/bracknell-forest>

Family Safeguarding Model

Major investment secured for a ground-breaking model of working - Following a grant from the Department for Education's Innovation Programme Bracknell Forest is rolling out Hertfordshire's ground-breaking Family Safeguarding model (which achieved a 49% reduction in the number of children with child protection plans) bringing together a co-located, multi-agency team with colleagues specialising in substance misuse, adult mental health, domestic abuse with access to a clinical psychologist to address the issues that place children at risk of harm.

Signs of Safety

Bracknell Forest Children's Social Care use the Signs of Safety (SOS) approach as a framework for practice in child protection and child in need casework which seeks to bring together a focus on both problem and solution.

- It uses a comprehensive approach to risk that is rigorous in exploring harm and danger while simultaneously eliciting and inquiring into strengths and safety.
- It brings forward clearly articulated professional knowledge while also equally eliciting and drawing upon family knowledge and wisdom.
- It is designed to undertake the risk assessment process with the full involvement of all stakeholders, both professional and family.

The approach uses a one page assessment and planning protocol that maps harm, danger, complicating factors, strengths, existing and required safety and a safety judgement in situations where children are vulnerable to or have been mistreated. The assessment and planning protocol (and the questioning processes and enquiring stance that underpin it) are designed to be the organising map for child protection intervention from case commencement to closure.

Admin Support

Our Children's Services admin team supports all of our service teams. It provides a dedicated service to undertake administrative tasks. Functions include fielding of incoming calls, typing, Mosaic inputting and claim processing. We have implemented ESCR allowing all documents relevant to a case to be attached as soft copy to the Mosaic record.

Work Style / Parking

This position involves working in the field/attending meetings at work and/or working in other locations (this may include working from home). As such, the post holder will be equipped to work remotely with web-enabled remote access and a mobile phone. Those who work with sensitive information will also be issued with a secure laptop. It is anticipated that the post holder will be away from their desk at least 20% of their time. The Children's Services teams are located in an open plan office in Bracknell town centre. As a required car user you will be entitled to free onsite parking.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analysis to identify skills gaps and personal development opportunities.

About Children's Social Care at Bracknell Forest

Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>



We'd like our Social Workers to be like this...



Be understanding

Don't force us to do stuff
- if you want us to do something you think is good for us, explain why, give us time to think about it and respect our views

Take action

Stick to deadlines

Be on time
- or warn us if you're going to be late

Not judgemental
- Don't judge a book by its cover

A good listener -
use your ears not your mouth

Keep promises -
don't make promises you can't keep

Respectful

Trustworthy -
you can talk to them about anything

Fun and Energetic

Friendly

Good with children

Confidential - what's said in the room stays in the room/between your ears unless you or the young person thinks they are in danger or if they ask you to tell someone because they need help or support with something

Never lie

Understand our point of view

Easy to contact - make sure people know what's happening

Organised

Be Safe

All Ideas from members of SILSIP,
Bracknell's Children in Care Council



Job Description

Authority: Bracknell Forest Council	Department/Division: People Directorate – Children’s Social Care
Job Title: Assistant Team Manager – Children’s Specialist Support Team	Location: Time Square, Bracknell
Workstyle: Free	Grade/Salary Range: BF Grade E, SCP 43 - 47

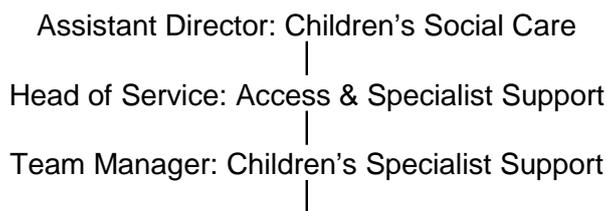
JOB PURPOSE

To assist the Team Manager with agreed delegated responsibilities, in order to contribute to the provision of a Social Work Service for Children with Disabilities and their Families. In particular this post will contribute to ensuring that there is effective supervision of staff, team members are supported in achieving their statutory duties and services are delivered and developed according to departmental policies, procedures and guidelines.

The Assistant Team Manager undertakes some direct work with clients, holding a reduced caseload, chairing meetings, supporting and contributing to the management of the Children’s Specialist Support Team.

The Assistant Team Manager needs to display a commitment to the Safeguarding and protection of children and young people.

DESIGNATION OF POST & POSITION WITHIN DEPARTMENTAL STRUCTURE



Assistant Team Manager

Social Workers
Family Worker
Occupational Therapist

Unit Manager Larchwood

Residential Childcare Support workers
Admin Support Worker
Cleaner

MAIN DUTIES AND RESPONSIBILITIES

1. To assist the Team Manager with supervision of Social Workers and Family Workers including providing feedback and analysis of performance.
2. To contribute, with management support, to the equitable provision of service in terms of allocation and assessment through supervision and through the organisation of work requested.
3. To assist with the maintenance of duty systems and performance.
4. Hold a reduced Caseload, mainly assessment work.
5. To assist the Team Manager in ensuring the management and professional development of team members through the provision of appraisals and appropriate support and development
6. Assist in the development of service by flexible and imaginative practice and supervision when considering how to meet assessed needs.
7. Maintain an efficient and cost effective provision of service in accordance with Departmental guidelines, legislation and budgetary considerations.
8. To work in a way that encourages and develops inter-agency co-operation, including contributing to inter-agency training where appropriate.
9. To promote listening to children at every opportunity; ensuring their views are heard, recorded and acted upon in an appropriate and timely manner.
10. To supervise a number of the social workers and other staff within the Children's Specialist Support Team.
11. To undertake any other tasks that are commensurate with the scope of the role that may be required from time to time.

SCOPE OF JOB (Budgetary/Resource control, Impact)

The Assistant Team Manager has specific delegated financial authority beyond which he/she has to refer to the Team Manager or above.

The postholder will need to balance the resource demands with the staff time and financial resources available.

All Social Care workers and their managers are expected to meet the standards set out in the Health and Care Professions Council of Practice which form part of this Statement of Particulars.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

All employees working with children and young people must demonstrate a commitment to the principles of participatory practice and the involvement of young people in decisions which affect them.

Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> • Qualified Social Worker having a Diploma in Social Work or Equivalent • Robust Post qualifying training and experience including Child Protection, Court work and Children Looked After. • HCPC registered 	<ul style="list-style-type: none"> • Joint investigation training • Training in Supervision • Practice teacher award • Full post qualifying award
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Understanding of working within policies and procedures • Understanding of the Children Act • Clear decision making in a crisis situation • Understanding of the Assessment Framework and the related social care processes • ICT skills • Support the requirement to listen to children, ensuring their views are heard and acted upon appropriately 	<ul style="list-style-type: none"> • Recent supervisory experience • Practice teaching • Experience of working with children with disabilities and their families
Work-related Personal Requirements	<ul style="list-style-type: none"> • Good communication skills both written and verbal • Able to work as part of a team • Organisational ability – including ability to meet deadlines • Analytical skills and using evidence based research in daily practice. • Commitment to safeguarding and promoting the welfare of children and young • Understanding of and commitment to the principles of participatory practice with children and young people 	
Other Work Requirements	<ul style="list-style-type: none"> • Car Owner – Driver • Ability to work outside office hours on occasions • A satisfactory enhanced DBS check 	

Terms and Conditions

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to three month's notice on either side.

Offers of appointment are subject to satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service (DBS) check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Salary

The salary will be within the local Bracknell Grade BG E SCP 43 – SCP 47. The grade range is £39,002 – £42,806 (pro rata for part time) per annum; the starting salary offered will depend on your experience.

Market Premia

This post is eligible for a market premia at 4% of basic salary.

Your salary will go up by one point in the grade each year until you reach the top of the grade. There is also a local weighting of £597 per annum.

Car Allowance

You are designated as an Essential Car User. The current Essential Car User rates are as follows:

Lump sum per annum	£963
First 8,500 business miles	40.9p per mile
After 8,500 business miles	14.4p per mile

Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/Council operated centres). Entitlement will be periodically reviewed.

Working Hours

Although your normal working week will be 37 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager. For further information on our Flexitime Scheme visit <http://www.bracknell-forest.gov.uk/flexitime-scheme.pdf>

Holidays

The annual holiday entitlement is 27 days (pro rata for part time) plus bank holidays. Annual holiday entitlement increases with length of service (5 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year).

Pension

Bracknell Forest Council operates the Local Government Pension Scheme. This is currently a final salary pension scheme, open to everyone up to the age of 75. Contributions depend on your salary and full tax relief is given. After 1 April 2014 the scheme will change to a Career Average Re-evaluated Earnings (CARE) scheme. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

Relocation

Will you have to move house to work for us? A relocation scheme is available if you are moving from over 40 miles away to within 15 miles of your workplace. This includes a lodging or travel allowance plus assistance with moving expenses. In addition, a monthly allowance can be paid for 4 years to cover regional differences in house prices. Available for both those who have yet to take their first step on the property ladder and for existing home-owners. If you attend an interview, please mention your interest in our relocation package.

More about Applying

Working in the UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive about people with a disability

We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification. To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration. We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Working with children and adults at risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/ adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit now <https://www.bracknell-forest.gov.uk/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

References

On your application form you will be asked to provide the names and addresses of two people who will provide a reference. At least one should be from your current/most recent employer. If you are not currently working with children/adults at risk but have done so in the past it is important that a reference is obtained from the employer by whom you were most recently employed working with children/adults at risk.

Employment references must be provided by your current or most recent line manager and **will not** be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc. We take up references for all shortlisted candidates and wherever possible we like to apply for these prior to interview.

What happens next to your application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/applying-job/recruitment-process>