

Kent County Council

Job Description: Team Manager

Directorate:	Children, Young People and Education
Unit/Section:	Adoption Partnership
Grade:	KSJ
Responsible to:	Service Manager

Purpose of the Job:

- To provide a child-centred outcome-focused adoption service to looked after children.
- To provide a timely and responsive service to prospective adopters, approved adopters and their families ensuring the needs of the child remain paramount.
- To be responsible for the team based development of high quality social work, early intervention and looked after children practice by ensuring that case work is appropriately planned, critically evaluated and reviewed and that key performance indicators are met.
- To work with colleagues across the Adoption Partnership, the Local Authorities of the partnership and other stakeholders including adopters to develop and provide an excellent operational adoption service for the regional adoption agency, and to develop and implement strategic and operational service plans.
- To prepare for inspections and achieve good outcomes for looked after children and young people.

Main duties and responsibilities:

- To provide visible and clear leadership to staff including clear guidance and rigorous challenge to ensure that practice is of a high quality and promotes the safeguarding and development of looked after children and young people.
- To provide regular line management and high quality reflective supervision that includes case management oversight, timely decision making, the effective implementation of children's plans, reflective space, respectful challenge, recognizing areas of good and weak practice, and supports the ongoing learning and development of workers.
- To ensure the practice and management oversight of all work and performance in the team is compliant with relevant laws, statutory guidance, and local procedures that govern children's safeguarding, adult safeguarding, the social work profession, health and safety, employment law, human rights and GDPR.
- To provide specialist social work and child protection knowledge and advice to the team, service and other multi-agency professionals that helps them better understand the diverse experiences the children and young people have that we work with and support.

- To ensure that prospective adopters are responded to in a timely and professional way, and assessed and approved within the required national timescales.
- To manage and monitor the recruitment, preparation and assessment of potential adopters, ensuring compliance with relevant adoption legislation and timescales.
- To ensure that approved adopters are supported throughout the adoption process.
- To regularly audit and review case work and records so that case notes are contemporaneous and sufficiently detailed, case summaries and chronologies are up to date, assessments and reports are completed to a good standard and are holistic, that plans are being actioned and monitored for progress, contingency plans are in place and utilized when necessary, the voice and best interest of the child is consistently evident, and decision making takes place at key points in the planning and review process for children.
- To ensure that the birth family history is communicated effectively to adopters and children including via Child Placement report, Life Story Book, and Later Life Letters.
- To be responsible for providing meaningful and high quality reports, including for elected members of the relevant Local Authority and senior managers.
- To ensure the budget is maintained within the budget allocation and in line with the Partnerships financial, procurement and commissioning policies and procedures.
- To ensure that safeguarding, service and human resources policies and procedures are adhered to.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Team Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Degree in Social Work, CQSW, DipSW or equivalent.</p> <p>Relevant professional development.</p> <p>Registration as a Social Worker with the relevant professional body</p>
EXPERIENCE	<p>Experience of adoption process from both the looked after child's perspective and adopters</p> <p>Experience of professional supervision, line management or project management.</p> <p>Experience of budget management.</p> <p>Experience of developing and implementing performance management and quality assurance systems</p> <p>Experience of working jointly with key partners in the statutory, private and voluntary sectors.</p> <p>Experience of staff recruitment and supporting the development of others.</p> <p>Experience of chairing a diverse range of meetings ensuring engagement from participants, collaborative working and maintaining a focus on the best interest of the child</p>
KNOWLEDGE	<p>Knowledge and experience in the application of National Policies and development relating to Children's Social Care policy areas and the impact on children and their families</p> <p>Excellent knowledge and understanding of social work theories relating to child development including the impact of trauma and loss and attachment theory</p> <p>Excellent knowledge and understanding of Safeguarding policies and procedures and Skills and Competency Framework for Social Workers.</p> <p>Understanding of the importance of the child and family's diverse cultures, faiths, abilities, identities, and experiences in helping to understand the situation from their perspective to inform the best practice approach and support for the child and family.</p> <p>Knowledge of financial regulations.</p>

	Knowledge of legislation relating to GDPR and FOI
SKILLS AND ABILITIES	<p>Ability to build and develop productive teams, setting clear objectives and identifying better ways of working, managing change effectively.</p> <p>Demonstrate excellent oral and written communication skills across a wide range of contacts from colleagues and stakeholders through to families and children and young people.</p> <p>Excellent organisational skills, ability to prioritise work and delegate tasks.</p> <p>Ability to produce reports of a high quality</p> <p>Ability to initiate and develop close working partnerships with statutory, voluntary and private agencies to gather/share information in order to facilitate decision making for effective service delivery.</p> <p>Have a good understanding of and ability to use IT systems</p> <p>A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>

	(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)
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