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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Specific Role Profile**

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| **Post Title** | Team Manager - Children’s Disability Team | **Post No** | W1792 |
| **Directorate** | Children’s Services and Skills | | |
| **Division** | Education and Skills | | |
| **Band and Salary** | Band G  £52,805 - £59,476 per annum. Incremental progression is subject to performance. | | |
| **Responsible to** | Operations Manager | | |
| **Location** | Elmwood Place, Smiths Wood | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |
| **Car User Status** | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. | | |
| **DBS Check** | Enhanced check for regulated activity for working with Children and Adults | | |
| **Special Conditions** | Hybrid working arrangements – required to be on site 3 days per week minimum | | |

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| **Role Purpose** |
| Responsible for the leadership and management of a specialist social work team. The team comprises of social workers and family support workers who work with children and young adults who require a specialist social care service. The team provides assessment, services and review for children and young people who require a specialist service. They work with children and young people with disabilities who are, ’Looked After’ by the Local Authority or who are subject of a Child in Need or Child Protection Plan. The team works closely with colleagues in the EHCP team and with other partners, collaborating in the development of Education, Health and Care plans to a high standard and within a statutory 20 week deadline. Therefore, you will be responsible for Level 2, Level 3 and Level 4 work.   In all of our work we require staff who provide responsive services that safeguard and promote the welfare of children and young people in Solihull.  Lead work in the service area in partnership/collaboration with stakeholders and partners to deliver service improvements and a multi-agency, integrated approach.    Ensure the workforce works in a person centred way, informed by the voice of children, young people, their carers and families.  Ensure that we promote independence throughout our involvement and particularly support key transition stages in the child / young person’s life.  Work positively to ensure that children and young people are supported to receive their care and education within their own families and communities, maximising people’s own strengths and networks.  Be responsible and accountable for the effective management of public resources including delegated budgets and staff. Demonstrate leadership by example, which results in high performing teams that deliver quality outcomes within appropriate timescales. |

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| **Role Responsibilities** |
| * To operate and ensure that others operate at all times within the professional ethics and disciplines of the relevant professional regulatory body e.g. Social Work England Social Worker Standards of Proficiency * To be accountable for the performance of the team; using data and targets to ensure that the service provided is of consistent good quality, and delivers positive outcomes in a timely way. * Manage and support staff through regular and effective supervision, performance and development reviews to ensure that all work is carried out in accordance with legal requirements, directorate policies, procedures, performance standards and targets and good professional practice, with a view to ensuring personal and organisational continuous improvement. Develop and implement a service improvement plan that reflects multi-agency priorities * Robust use of management information systems to monitor and improve outcomes for children and young people with SEND and ensure best values is provided * Attend the EHCP panel, to ensure the care element of all plans is provided within timescales, fit for purpose and delivers improved outcomes * Attend SEND Tribunals as necessary in relation to EHCP appeals * Take a lead role in development work with stakeholders and partners to maximise opportunities for integration and partnership working so as to deliver service improvements. * To promote the active participation of children, young people, young adults, their parents, carers and families. * Facilitate practice within the service that promotes effective risk management whilst enabling positive risk taking * Take a lead and ensure good practice within your area of responsibility in line with the Safeguarding Procedures. * To lead developments and contribute and support the development of practice, procedure and policy * To lead the professional development of the team, contribute to workforce development planning and be responsible for the recruitment and retention of staff within the team. * Demonstrate robust decision making, guide, support and lead in a manner which builds confidence in others and encourages independent working within an environment of appropriate advice and support and in accordance with policy, procedures, financial requirements and budgets. * Demonstrate and clearly record defensible decision making that balances risk management with improved outcomes for children and young people. * Manage resources in a manner which demonstrates best use of family, informal and community based provision within the Local Offer as well as the promotion and use of S17, Personal Budgets within the EHC plans and care and support plans. * To chair range of meetings (including professional and service user meetings) as required and appropriate. * Ensure the effective allocation and prioritisation of your own work and that of individual’s across your area of responsibility. * To undertake the investigation of complaints at Stage one and Stage two of the process, in accordance with council policy as required. * Facilitate and make a positive contribution to regular team meetings and represent the service at Directorate meetings, working groups and other Organisational meetings as required * Willingness to undertake development opportunities which enhance your leadership and management abilities. * To be a champion for the rights of people of protected characteristic groups and be committed to addressing discrimination in all its forms and. promote equalities, inclusion and diversity in practice and in strategic decision-making. * To participate in the Council’s major disaster plan and processes as required * Direct line management of team members ensuring high levels of performance, workforce planning, identification and development of talent. * To undertake systematic assessment of team members to identify and respond to training, development needs and performance and development reviews. * To ensure that staff have appropriate professional development opportunities and access to professional advice and support as required. * To manage a delegated budget within the team’s Cost Centre and ensure compliance with Financial Regulations and Best Value principles. * Manage the use of personal budgets and follow financial processes in place regarding these * To carry out all delegated decision making in accordance with policy, procedures, Standing Orders and relevant budget legislation and statutory requirements. * Tendering processes for SEND Local Offer short break services. * Any other appropriate duties as and when required |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Professional Social Work Qualification | BIA, AMHP or other professional award | Application Form  Certificates |
| Practice Educator or Practice Teaching accreditation 1 and / or 2  OR  Working towards / willing to complete | Management Qualification (post graduate) | Application Form  Certificates |
| Social Work England Registration |  | Application Form  Certificates |
| Evidence of continuous professional development |  | Application Form  Certificates  CPD Log  Interview |

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| **Experience & Knowledge** | Substantial post-qualifying experience in Children’s Social Work Services, including experience in a statutory SEND setting | Significant experience working in SEND and Experience of work within transition | Application Form  Interview |
| Significant management experience within a pressurised Children’s Disability Social Work environment | Experience of Change management | Application Form  Interview  Test |
| Demonstrable experience of delivering person centred working within timescales |  | Application Form  Interview  Presentation |
| Experience of managing positive risk taking and making decisions within safeguarding | Experience of delivering training | Interview  Presentation |
| Experience of effectively managing budgets and resources |  | Interview  Presentation |
| Experience of Multi-agency working within in a SEND setting. |  | Application Form  Interview  Presentation |
| Experience of leading staff by example, to ensure their practice meets the high performance professional standards expected. |  | Application Form  Interview |
| Experience of chairing meetings |  | Interview |
| Detailed knowledge of SEND practice, policy and relevant legislation including: Children’s Act 1989, 2004; Children’s and Families Act 2014; Care Act 2014; Mental Capacity Act 2005 (Inc. DoLS), etc. |  | Interview |
| Social Work England Social Work Standards of Proficiency |  | Interview |
| Evidence of up to date knowledge and understanding of regulations, research and initiatives within the SEND arena i.e SEND and Alternative Provision Improvement Plan, 2023 |  | Interview |

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| **Skills & Abilities** | Highly effective interpersonal skills and ability to respond positively to challenging situations | Coaching skills | Interview |
| Effective planning, organisational and delegation skills | Presentation skills | Interview |
| Effective leadership skills, including the ability to lead, motivate, support, develop and manage an effective Social Work team |  | Application Form  Interview |
| Effective supervision skills which encourage reflection. progression and accountability |  | Application Form  Interview |
| Effective performance management and performance improvement skills |  | Application Form  Interview |
| Ability to communicate complex and sensitive information verbally and in writing, including effective report and letter writing skills |  | Application Form  Interview |
| Effective IT skills including the ability to use Microsoft Office Packages; Excel, Work, Outlook and PowerPoint | Project management skills | Interview |
| Effective negotiation skills |  | Interview  Presentation |
| Analytical skills including the ability to use data and research to effectively inform robust, evidence based decision making |  | Interview |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |
| **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential**.** | Interview |

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| **Other Requirements** | Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. |  | Interview |

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| **Compiled/Reviewed by** | Anthony McGregor |
| **Date** | March 2025 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equal Opportunities**

Solihull Council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.