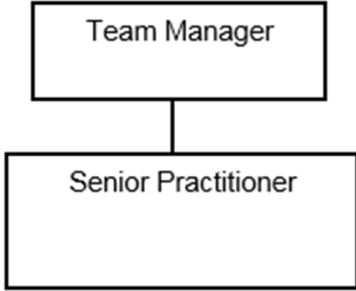


Job Description

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| Department: | People and Communities |
| Division/Section: | 0 to 25 Disability Service, Adult Social Care |
| Job Title: | Senior Practitioner |
| Grade: | GR12 |
| Reports to: | Team Manager |
| Organisation Chart: Show immediate manager and any jobs reporting to this post. |  <pre> graph TD TM[Team Manager] --- SP[Senior Practitioner] </pre> |
| Does the post involve working in regulated or controlled activity with children or vulnerable adults? CRB Check applicable? | Regulated <input checked="" type="checkbox"/> Controlled <input type="checkbox"/> Neither <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/> |
| | Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Line Management responsibility for: | No. of direct reports: None No. of indirect reports: None |

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| Size of budget: | Nil |
| Job Purpose: | <ol style="list-style-type: none"> 1. To carry a workload, commensurate with qualification, experience and competency. Workload will be highly complex with a degree of autonomy with regular supervision. 2. To provide direct supervision to staff if and when necessary as directed by the Team Manager. 3. To work within the legislative and procedural framework of Peterborough City Council. 4. To work collaboratively with service users and their families to assess their needs and plan and deliver services commensurate with the service area. 5. To be able to coach/mentor less experienced team member, as a Practice Educator. 6. To chair meetings and support appropriate response for children's safeguarding |

Main Duties and Responsibilities:

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| <ol style="list-style-type: none"> 1. To work collaboratively and sensitively with service users and their families ensuring a child centred approach. 2. To assist the Team Manager and including in the supervision responsibilities for Social Workers and any alternatively qualified staff as and when directed by the Team Manager. 3. Undertake timely assessments in accordance with statutory/regulatory and operational standards, policy and procedures for the service with a high degree of efficiency. 4. Plan, implement and review services, actions and processes for service users in accordance with statutory/regulatory and operational standards, policy and procedures for the service. 5. Manage a caseload and engage in regular supervision and annual Performance Development Review with the line manager. 6. To act as a practice lead to other members of the team and contribute to the induction of new staff. 7. To act as a practice educator to ASYE's within the team. 8. To participate and lead in project and development work as required. 9. Maintain accurate and up to date records safely and confidentially in accordance with the Authority's policies and procedures. 10. To fulfil the requirements of registration with the HCPC in respect of conduct, professional development and National Standards. |
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| <p>11. Develop effective partnership working with colleagues in related teams/agencies both in terms of providing effective responses to service user's needs and the development of integrated services.</p> <p>12. To carry out all duties in accordance with the Council's Equal Opportunities Policy and other policies designed to protect employees and service users from harassment. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees or service users. The post holder should counteract such practice or behaviour by challenging or reporting it.</p> <p>13. To comply with all Health & Safety at work requirements as laid down by the Employer.</p> | |
| <p>Generic Responsibilities:</p> | <p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p> |
| <p>Flexibility Clause:</p> | <p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p> |
| <p>Variation Clause:</p> | <p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p> |

DATE: March 2018 (amended February 2019)

COMPLETED BY: Richard Powell, amended by Eileen Young