

**Job Description**

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| <b>Department:</b>                         | People and Communities  |
| <b>Division/Section:</b>                   | Children's Services   |
| <b>Job Title:</b>                          | Senior Practitioner   |
| <b>Grade:</b>                              | GR12  |
| <b>Reports to:</b>                         | Team Manager  |
| <b>DBS Check applicable?</b>               | Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>   |
|  | <p><b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b></p> <p>Yes x No <input type="checkbox"/></p>  |
| <b>Line Management responsibility for:</b> | <p>No. of direct reports: None</p> <p>No. of indirect reports: None</p>   |
| <b>Size of budget:</b>                     | Nil   |
| <b>Job Purpose:</b>                        | <ol style="list-style-type: none"> <li>1. To carry a workload, commensurate with qualification, experience and competency. Workload will be highly complex with a degree of autonomy with regular supervision.</li> <li>2. To provide direct supervision to staff if and when necessary as directed by the Team Manager.</li> <li>3. To work within the legislative and procedural framework of Peterborough City Council.</li> <li>4. To work collaboratively with service users and their families to assess their needs and plan and deliver services commensurate with the service area.</li> </ol> <p>To be able to coach/mentor less experienced team member, as a Practice Educator.</p> |
|  | 5.  |

### Main Duties and Responsibilities:

1. To work collaboratively and sensitively with service users and their families.
2. To assist the Team Manager 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 Personal 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.
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.
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 postholder not to act in a prejudicial or discriminatory manner towards employees or service users. The postholder should counteract such practice or behaviour by challenging or reporting it.
13. To comply with all Health & Safety at work requirements as laid down by the Employer.

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| <b>Generic Responsibilities:</b> | <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 &amp; 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> |
| <b>Flexibility Clause:</b>       | <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>  |
| <b>Variation Clause:</b>         | <p>This is a description of the job as it is constituted at the date shown. It is the</p>  |

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|  | <p>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 postholder.</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> |
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**DATE: February 2020**

**COMPLETED BY: Jenny Blades (reviewed)**

**Person**

**Specification**

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| <b>JOB TITLE:</b> | Senior Practitioner | <b>POST NO:</b>      |                     |
| <b>GRADE:</b>     | 12                  | <b>DEPARTMENT:</b>   | Children's Services |
| <b>HOURS</b>      | 37                  |                      |                     |
| <b>DIVISION:</b>  | Children's Services | <b>DIRECTOR:</b>     | Lou Williams        |
| <b>DATE:</b>      | March 2018          | <b>COMPLETED BY:</b> | Richard Powell      |

| <b>ATTRIBUTES</b>             | <b>ESSENTIAL CRITERIA</b>  | <b>DESIRABLE CRITERIA</b>   |
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| <b>KNOWLEDGE</b>              | <ul style="list-style-type: none"> <li>• In depth knowledge and understanding of the values and principles underpinning service user involvement and good Customer Care.</li> <li>• In depth knowledge of complaints and advocacy legislation and guidance.</li> <li>• In depth theoretical and applied knowledge and understanding of the current legislative framework and procedural guidance relating to the work of Children's Services.</li> <li>• In depth operational knowledge and understanding of the current legislative framework and procedural guidance relating to the service area.</li> <li>• In depth knowledge and understanding of best practice and national developments relating to the service area.</li> </ul> | Involvements in workshops/consultations/working groups.   |
| <b>SKILLS &amp; ABILITIES</b> | <ul style="list-style-type: none"> <li>• Proven ability to communicate to an advanced level verbally and in writing to a range of audiences including children, young people, parents and carers and professional colleagues.</li> <li>• Ability to plan and prioritise workload within a flexible work environment with a high level of autonomy.</li> <li>• Proven ability to analyse information to</li> </ul>  | Familiarity with electronic business support processes for records, calendar management, word processing, Google etc. |

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|                               | <p>determine and plan interventions and decide a course of action with minimum support.</p> <ul style="list-style-type: none"> <li>• Proven ability to transfer knowledge and skills to colleagues through coaching, mentoring and co-working.</li> </ul> |                                     |
| <b>EXPERIENCE</b>             | <ul style="list-style-type: none"> <li>• 2 years plus post qualifying experience.</li> </ul>  | Practice educator award/experience. |
| <b>QUALIFICATIONS</b>         | <ul style="list-style-type: none"> <li>• Degree in Social Work or equivalent.</li> <li>• Registration with the HCPC.</li> </ul>   | Specialist award or equivalent.     |
| <b>PERSONAL CIRCUMSTANCES</b> | <ul style="list-style-type: none"> <li>• Ability to travel between locations.</li> </ul>  |                                     |
| <b>EQUALITY</b>               | Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I)   |                                     |
| <b>CUSTOMER CARE</b>          | Knowledge and understanding of effective customer care (A & I)  |                                     |

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / Interview, (P) Presentation, (W) Written Test.]*