

## Job Description

<b>Department:</b>	Children and Young People Services
<b>Division/Section:</b>	Practice
<b>Job Title:</b>	Assistant Principal Social Worker
<b>Post No:</b>	
<b>Grade:</b>	11
<b>Reports to:</b>	Service Director- Practice
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	<pre> graph TD     SD[Service Director-Practice] --&gt; APSW1[Assistant Principal Social Worker]     SD --&gt; APSW2[Assistant Principal Social Worker] </pre>
<b>DBS Check applicable?</b>	Basic <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"/>
<b>Line Management responsibility for:</b>	No. of direct reports: 0 No. of indirect reports: 0
<b>Size of budget:</b>	0
<b>Job Purpose:</b>	<p>To undertake a key role in practice improvement and development work supporting transformation, savings programme and performance improvement.</p> <p>To contribute to practice as required and be responsible for promoting best practice across children's services, ensuring that services are delivered within the legislative and statutory planning frameworks the voice of children, families and</p>

	<p>carers are at the heart of practice.</p> <p>To work collaboratively with colleagues and partners across children's services to promote and develop good practice and provide support for the implementation of the Peterborough Family Valued programme and the Family Safeguarding model, contributing to training and development by researching, designing and delivering practice development opportunities for practitioners when required.</p> <p>To provide support to the Service Director for Practice, and the Children's Services Leadership Team with improvement initiatives and delivering high quality services for children and families in Peterborough.</p>
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## Main Duties and Responsibilities:

- Work with the Service Director for Practice and the Children's Services Leadership Team (CSLT) to influence change, promote good practice and provide support with delivery of the improvement plan and transformation strategy.
- Manage a workload independently and working collaboratively with key stakeholders across Children's Services and the wider partnership.
- Pro-actively engage with colleagues and a range of organisations to identify, assess, opportunities for practice development. Design and deliver training to conveying complex information to non-specialist service users in a clear and understandable way.
- Undertake regular analysis and evaluation of practice improvement to identify priorities.
- Act as a 'critical friend' within Children's Services; providing independent constructive challenge to social workers and managers about where improvements to practice can be made and provide support to ensure they are embedded.
- Provide assistance in identifying opportunities to improve systems, procedures and policies ensuring compliance with statutory guidance, legislation and best practice and supporting the development of alternative ways of working relating to our social work practice.
- Lead and help practitioners and managers to improve the use of evidence-based practice and interventions across the service by providing expert advice and support.
- Promote leading research in social work practice, policy and guidance and ensure that this is readily available to all social workers.
- Lead regular discussions with social workers and managers about current practice issues, promoting best practice in, identifying and proposing solutions for barriers to practice, identifying learning needs and organise action learning sets.
- Act as a champion of Peterborough Family Valued and the Family Safeguarding model
- Provide key support to the Children's Services workforce strategy to recruit and retain sufficient social work practitioners
- Provide key support and practice leadership in the development of Peterborough's Social Work Academy to meet the ASYE and early career and professional development needs of its children's social workers and wider Childrens Workforce as required.
- Provide coaching and mentoring to NQSWs and Early Years social workers and provide advice and support to managers, supervisors, workers and practice educators to ensure that pathways for learning and development are in place ensuring a robust culture of learning.
- Develop practice and performance of staff within teams and impact on outcomes/progress for children, young people and families working with teams.
- To represent the local authority and support local professional relationships, networks, and partnerships such as the Teaching Partnership and Universities to promote the development of social work initiatives in the region

<ul style="list-style-type: none"> <li>To keep up to date with any changes in legislation, national and regional developments in social work education and practice to support the development of the wider workforce.</li> </ul>	
<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>	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.
<b>Variation Clause:</b>	<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 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>

**DATE:** August 24

**COMPLETED BY:** Charlotte Edwards

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## Person Specification

<b>Job title:</b>	Assistant Principal Social Worker	<b>Directorate:</b>	Children and Young People Services
<b>Grade:</b>	11	<b>Service / Team:</b>	Service Director- Practice
<b>Date:</b>	August 2024	<b>Completed by:</b>	Charlotte Edwards

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>In depth knowledge of current and associated policy, legislation and guidance in relation children's services. Able to demonstrate significant knowledge of current local and national policies</li> <li>Understanding of strategy development and implementation to support changes in practice.</li> <li>Knowledge of social work practice frameworks and expertise in the practice and delivery of social work for children across a range of settings</li> </ul>	<p>Understanding of learning theory and practice, experience of supporting change in the context of service modernisation redesign and improvement along with experience in frontline social work</p>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Highly developed interpersonal skills with the ability to influence effectively and establish relationships with all stakeholders, including children, young people and parents/carers as well as with professional colleagues, senior managers, elected members and partner agencies and have the ability to articulate a credible vision for social work in Peterborough and to engage others to commit to the vision.</li> <li>Excellent written and verbal communication skills with ability to communicate with colleagues at all levels, services users, elected members and partners</li> <li>Ability to plan and organise, and prioritise workload, to ensure that deadlines and agreed</li> </ul>	<ul style="list-style-type: none"> <li>Highly developed research, problem solving and analytical skills</li> <li>Able to provide clear, concise analysis and documentation where impact from activity is always evident to reflect the work taking place in Peterborough.</li> </ul>

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	<p>targets are met.</p> <ul style="list-style-type: none"> <li>• Ability to work independently, managing a programme of work and to respond independently to unexpected problems and identify possible opportunities.</li> <li>• To effectively chair and facilitate meetings, develop and implement plans, prepare and present reports and other documents to a high standard</li> <li>• Ability to present clearly and concisely to convey complex or difficult information to specialist and non-specialist services.</li> <li>• Ability to communicate accurately in writing and verbally with all relevant audiences, including senior managers, Councillors, partners and service users, in particular, the ability to present complex issues in a simple and clear format.</li> <li>• Able to manage confidential personal information and utilise case management systems.</li> <li>• Able to act as an expert in areas of best practice to support social workers in difficult case discussions.</li> <li>• Ability to understand and recognise different perspectives.</li> <li>• Commitment to continuous service development</li> <li>• Able to create documents, reports, PowerPoints to a high standard.</li> <li>• Able to provide high quality work within conflicting deadlines.</li> <li>• Be able to work under pressure and prioritise tasks efficiently.</li> <li>• The ability to lead and motivate colleagues, to challenge others in a constructive way and manage conflict</li> <li>• Ability to build, maintain and use networks effectively to manage relationships with Universities, external bodies other Local Authorities and non-statutory sector providers.</li> <li>• An ability to intervene effectively within situations of increasing complexity and</li> </ul>	
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	<p>challenge</p> <ul style="list-style-type: none"> <li>• Ability to design training and development workshops which are evidence based and constructed on contemporary themes</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience supporting or leading transformational change and innovative service models.</li> <li>• Experience influencing, negotiating and of managing complex conversations</li> <li>• Experience managing high work related pressure including deadlines, interruptions and conflicting demands.</li> <li>• Excellent working understanding of the children, young people, vulnerable adults and family services statutory responsibilities, and relevant legislation</li> <li>• Be highly experienced in writing and delivering learning to adults in a range of settings and styles</li> <li>• Working independently to own initiative managing conflicting deadlines.</li> <li>• Experience of organising and leading training and workshops to diverse audiences including conveying complex information to specialist and non-specialists in a variety of formats.</li> <li>• Experience of using a variety of software to support this work.</li> <li>• Experience of Implementing Practice Frameworks across the system to support the consistency of quality of practice</li> <li>• Working independently to conflicting deadlines and managing own workload ensuring tasks are completed on time to a high standard.</li> <li>• Developing positive and constructive working relationships with a wide range of customers, stakeholder and partners</li> <li>• Analysis of complex information and development of strategies to support new ways of working and best practice</li> <li>• Use of MS Office. Ability to create and use of spreadsheets, word processing and presentation packages.</li> </ul>	<p>Delivering creative and innovative solutions to improve the use of resources</p>

	<ul style="list-style-type: none"> <li>At least 3 years post qualifying experience.</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Professional Social Work Qualification (e.g. Degree, DipSW, CQSW as relevant) with a minimum of three years' experience practising as a social worker/practitioner.</li> <li>You must be a qualified Social Worker, Registered with Social Work England.</li> <li>Evidence of continuous personal and professional development.</li> <li>Enhanced DBS</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	Able to work in Peterborough, attend meetings including with children and young people and families that suit them. Ability to work flexibly.	
<b>EQUALITY</b>	Candidates must demonstrate understanding of acceptance and commitment to the principals 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: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*