

London Borough of Lambeth Job Description

Job Title:	Individuals & Families Contextual Safeguarding Team Manager
Team:	Contextual Safeguarding Service Hub
Division:	Community Safety
Department:	Children's Services
Grade:	PO6
Responsible to:	Head of Contextual Safeguarding
Responsible for:	5-6 posts including Youth/Key Workers and Social Workers,

Main Purpose of the Job

To provide strategic leadership and the day-to-day operational management of the **Individual & Families Contextual Safeguarding Team** responsible for safeguarding children and young people, up to the age of 24, from extra-familial harms.

Principal Accountabilities

1. To prioritise the team's workload, ensuring work is distributed to make best use of skills and capability, ensuring the safety of each child is paramount.
2. To ensure the team has the time and support to reflect on, and continuously improve, practice to ensure it is trauma-responsive, rights-respecting and anti-oppressive. This requires recognition that inequality is both the cause and consequence of contextual harm, and that not everyone experiences the same context in the same way and therefore, the road to realising safety will vary for different young people.
3. To drive excellent practice by staying engaged with research, evaluations and learning locally and nationally to ensure models of engagement and practice continuously improve in building safety for young people. And subsequently, provide leadership to frontline staff in delivering and implementing any future changes in policies, procedure or other developments.
4. Undertake regular supervision meetings with team members to set objectives, drive performance, monitor children and young people's plans, reflect on practice and performance, provide guidance and mentorship and to undertake all required staff management responsibilities in line with Council procedures.
5. To ensure communication within the service is maintained, including regular team meetings and are held to discuss the business of the team, share intelligence and learning, review performance and brief team members about corporate and care management issues.
6. To work in partnership with colleagues across the service and partnership to ensure children and young people receive timely, culturally-responsive, and trauma-informed interventions and support when they need it and in a way that meets their needs and increases their safety
7. To chair multi-agency meetings, as required, to ensure safety plans are making progress in improving the safety for the child or young person.

8. To collate, analyse, respond to, and report management information to enable service workloads, activity and quality to be managed effectively.
9. To ensure all actions of team members comply with the Council's policies on diversity, equal opportunities and Health & Safety, leading through role model behaviour.
10. To achieve the agreed performance targets of the service by taking responsibility for co-ordinating, developing, monitoring and evaluating the activities of staff and promote high standards of performance.
11. To manage the team's processing and maintenance of referral, service activity and service user information on all appropriate systems including Mosaic.
12. To manage any performance, sickness or conduct related concerns regarding team members in line with HR procedures and Council policies
13. To conduct quality assurance activity, including practice observation, speaking with young people and their families, auditing individual case files and interventions, working in partnership with the Quality Assurance team and partners.
14. To support the Service and other senior managers by advising on strategy, policy and future direction of the service, ensuring effective feedback and translation into service delivery, keeping senior management informed of any areas of strengths and development providing suitable action plans to address these areas.
15. To have lead responsibility for meeting the performance targets of the team and to report these to managers and staff as required.
16. To manage budgets and expenditure so as to ensure that resources are optimized, in line with eligibility criteria and priority levels as prescribed in assessment and care management policies and procedures, financial regulations, ensuring value for money.
17. Satisfactory Disclosure and Barring Service (DBS) check at an enhanced level.
18. The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.

**Person Specification
Individual and Families
Team Manager PO6**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			Short listing Criteria
Key Knowledge	Q1	Professional qualification in social work and must be registered with the Health & Care Professions Council (or any successor body)	A✓
	K1	Thorough knowledge of proposed and actual legislation, statutory regulations and Government guidance and standards relevant to children in need	A✓
	K2	Up to date professional and technical expertise in relation to child safeguarding.	A✓
	K3	Knowledge and understanding of the theoretical basis of child protection work including context of family and society, contextual settings, causal factors, risk assessment and management, protective factors, definitions and research.	A✓
	K4	Knowledge of roles and responsibilities of key Agencies and the protective / supportive measures they can deploy to safeguard children and young adults.	A✓
Relevant Experience	E1	Significant post qualifying experience of working social care setting with children in need.	A✓
	E2	Experience of managing or supervising in children's social services.	A✓

	E3	Substantial experience of working collaboratively with other services, e.g. Police, Health and service users to deliver a responsive and coordinated service.	A✓
	E4	Substantial management experience of working in the field of children's safeguarding	A✓

<p>Behaviours</p>		<p>Focuses on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.</p> <p>In Children's Services, key behaviours are:</p> <ul style="list-style-type: none"> • Establishes and maintains effective working relationships with key partners • Manager ensure that the social work practice within their team is shaped by the views of family members and stakeholders <p>Modelling good professional behaviours and treating people with professionalism and warmth</p>	
		<p>Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the Council's objectives, and furthering our professional development.</p> <p>In Children's Services, key behaviours are:</p> <ul style="list-style-type: none"> • Managers ensure that supervision processes, including group supervision, is embedded as a process for reflection • Maximises one to one supervision • Managers recognise their own aspects of strength and learning need and take an active response towards personal development • Managers understand the development needs and aspirations of their team members and promote growth through rigorous personal development plans • Managers take responsibility for team budgets • Demonstrate leadership behaviours which lead on achieving Council objectives 	

	<p>Works Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <p>In Children's Services, key behaviours are:</p> <ul style="list-style-type: none">• Model an approach to collaborative working with others within the organization• Recognise their role to mediate and help find satisfactory outcomes for all where complaints arise• Work with other teams to facilitate overall functioning of the service e.g. case transfers	
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		<p>Communicates Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p> <p>In Children's Services, key behaviours are:</p> <ul style="list-style-type: none"> • Acts as a representative of Children's Social Work and Lambeth Council within professional forums, demonstrating behaviours and values aligned with Heart of Practice and corporate vision • Understand their role in communicating to their team information about children's services and the wider organisation's strategy and priorities 	
		<p>Focuses on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.</p> <p>In Children's Services, key behaviours are:</p> <ul style="list-style-type: none"> • Managers attend to key performance indicators as part of their approach to ensuring a good service for children and families • Managers demonstrate their understanding of the resource, experience and potential within their team and that this understanding informs how they distribute work • Has effective mechanisms and approaches for challenging poor performance and promoting exemplar practice 	



Lambeth