**Sefton Job Description**

**Post:** **Team Around the School (TAS) Manager**

**JE Number** A5112

**Base:** Any Location in Sefton

**Grade:** J

**Responsible to: Service Manager Early Help**

**Responsible for:** Team around the school practitioners (social workers, Family hub and Well YP workers)

**Job Purpose**

* To provide a focus on practice and performance across Team Around the School – ensuring consistency in messaging and capacity for Hub Workers and Social Workers attached
* To undertake dip sampling and basic audits as well as engaging with core partners and schools and reviewing performance data to ensure a high quality targeted service which promotes the welfare of children and families
* To support senior managers in providing management and direction to a team modelling and driving effective and trauma informed practice, ensuring the right support is available to the right families at the right time so they can thrive
* Support Managers to lead, direct, and implement strategies to develop a range of trauma informed interventions conjunction with partners.
* To support the development of trauma informed practice across the service and partnership. Ensure that all practice reflects trauma informed approaches.
* To support the wider development of Family Hubs responding to new challenges, priorities and requirements whist maintaining the Council’s professional and legislative requirements using resources in the most effective manner.
* To support senior managers in the development of the pilot and model to ensure it can flex and adapt to meet changing demands
* To provide manage and support staff within Well Young Persons Team, ensuring links with Team Around the School and Therapeutic Team are maintained.

**MAIN DUTIES**

1. Support performance management and make recommendations for service improvement. Undertake quality control, and performance reviews. Identify and analyse performance trends to share learning internally and with partners.
2. Take a proactive approach with core partners and schools to embed the principles of the pilot and address challenges and or barriers. Equally to capture and share aspects of excellent practice and outcomes..

1. Undertake supervision and performance development reviews and implement mentoring, training and personal development as required.
2. Support the delivery of high quality casework and management oversight and ensure that trauma informed practice underpins all work with children and families.
3. Ensure that all children are assessed based on vulnerability and need, and that they are responsive to individual need
4. Support the development of trauma informed interventions, other TAS & Well YP interventions, covering a range of vulnerabilities, emerging trends and identified need, acknowledging that each cluster has its own needs.
5. Support bespoke projects and seek additional funding opportunities.
6. Promote best practice across the service and ensure operational delivery complies with Safeguarding legislation, regulations and other policies and procedures.
7. Ensure the consistent use of systems ensuring the effective provision of accurate, contemporary, high quality records which are reviewed according to defined timescales.
8. Support the development, recruitment and retention of staff and succession plan when required. Be responsible for the allocation of staff resources to achieve operational efficiencies
9. Drive forward collaboration and partnerships with other council departments, partner agencies, Voluntary, Community and Faith Sector and Health in order to prioritise, provide and co-ordinate activities in the locality and ensure that services are responsive to local need, cohesive, integrated, and jointly actioned and avoid duplication.
10. Consult with children and families to capture their voice. Utilise information gathered through this consultation to develop practice.
11. Ensure the delivery of safeguarding services to children and young people. Policies, procedures and controls ensure that the area of responsibility is compliant with all relevant legislation, codes, regulations, guidelines, standards and best practice.
12. Develop work plans for the service to address new challenges and priorities. This may involve working across the partnership.
13. Responsible for the continuing development of partnerships.
14. Prepare supporting documentation and attend where requested any relevant reporting boards
15. Support Senior Managers to ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality.
16. Work collaboratively with partner agencies to ensure seamless and co-ordinated offer to a wide and diverse population. Promote and co-ordinate day to day inputs of other agencies, including providing knowledge and advice for team members and ensuring professional boundaries are set and maintained.
17. Establish and maintain effective working relationships with statutory and voluntary agencies to ensure a high standard of service to families. Managing conflicting priorities and urgent situations.

**SPECIAL CONDITIONS**

1. A car allowance mileage rate payable as appropriate.

2. The post holder will be required to move between various delivery points within borough depending on the needs of the service.

3. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order. For further information, please refer to DBS filtering guidance at www.gov.uk/dbs.

4. Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

5. Undertake, and participate in training, coaching and development activities, as appropriate

6. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Date Feb 2024

Designation Service Manager Early Help

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **Personal Attributes Required** | **Essential (E)**  **Or**  **Desirable (D)** | **Method of Assessment** |
| **Qualifications**   * Social trained and registered with Social Work England * Professional Qualification / management Qualification | E  D | A  A |
| **Knowledge and Experience** |  |  |
| * Significant experience of working within a local authority or school arena | E | A |
| * Experience of managing a team of staff, and have knowledge of Council policies including managing performance, sickness absence, dignity at work and code of conduct | E | A |
| * In depth knowledge of legislation, policies and procedures in relation to children, young people and their families, including safeguarding processes and the ability to ensure due consideration of associated risk factors. | E | A/I |
| * An understanding or how trauma impacts on children and families and how trauma informed principles shape practice | E | A/I |
| * Experience of implementing strategies and key changes to service delivery to meet demand. | D | A/I |
| * Knowledge of equal opportunities and anti-discriminatory practice and a personal commitment to ensure offers are accessible and appropriate to the diverse needs of residents | E | A/I |
| **Skills and Abilities** |  |  |
| * Excellent interpersonal skills and the ability to engage effectively with children and families to facilitate needs lead interventions and improve outcomes for children and families | E | I |
| * Ability to work effectively with partners and create good working relationships, including co-ordinating multi-disciplinary initiatives with other agencies. | E | A/I |
| * Ability to manage performance and ensure compliance with Key Performance Indicators | E | A/I |
| * Ability to set achievable targets, co-produce work plans and prioritise work for staff to achieve required outcomes. | E | A/I |
| * Ability to monitor and analyse the needs of children and families in order to influence service delivery and decision making, | E | A/I |
| * An ability to communicate clearly and effectively both verbally and in written form. | E | A/I |
| * Excellent problem-solving skills. | E | A/I |
| * Have a good understanding of external scrutiny practices which includes inspection regimes | E | A/I |
| * Excellent interpersonal skills to build good relationships with colleagues, partners and most importantly children and families | E | A/I |
| * Ability to thrive in a fast-moving environment and be able to deal with a varied and high-profile workload | E | A/I |
| * Ability to engageothers to deliver the vision and achieve the objectives of the service and to utilise coaching techniques to motivate and build confidence with staff | E | A/I |
| * Ability to apply effective and innovative strategies to meet the needs of the service | E | A/I |
|  |  |  |
| **OTHER**   * Satisfactory DBS check | E | A/I |
| * Must be legally entitled to work in the UK | E | A/I |
| * Evident commitment to personal continued Professional Development. | E | A/I |

A=Application form

I=Interview