

Role Profile

Job Title:	Assistant Head of Family Help
Location:	Colindale
Directorate:	Family Services
Grade:	8
Salary Range:	£80,139 - £89,701
Reports to:	Head of Service - Family Help

1. Job Purpose:

To manage the day to day operational for the Assessment and Intervention Planning teams, providing leadership, management and support to staff and ensuring that children's needs are assessed in a holistic and timely manner and that appropriate services are provided or commissioned to meet their needs and are consistent with their best interests.

To develop in collaboration with the Head of service the delivery of high quality, cost effective social care services through the setting standards and promoting and participating in joint working with partners and other agencies to ensure the local offer for children in care and care leavers is responsive and effective

2. Key accountabilities:

- To supervise and line manage team managers in the Assessment and Intervention Planning teams and oversee casework to ensure high quality assessment, planning and review of cases in line with statutory regulations and guidelines.
- To secure good outcomes for children and young people and the most efficient use of the council's resources
- Promote Resilience Based Practice ensuring resilience based approaches are understood, embedded and evidenced in practice
- To produce regular and high quality, analytical and concise written and verbal reports and briefings for the senior leadership team on practice quality and service developments
- Set objectives for the service, develop plans, identify resources and mobilise staff to meet those objectives to ensure the needs of children, young people and their families are met.
- To provide practice leadership to drive organisational change and improve professional

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and operational practices through delivery of training, observation of practice, modelling, live supervision, group supervision, quality assurance activities and hands on practical support to the children's workforce in managing high risk and complex case work.

- To deputise for the Head of Service as required and taking the lead in relation to specific projects and service developments.
- Monitor support and challenge compliance with statutory responsibilities and procedures
- To support the recruitment and retention of staff, embedding a 'grow your own' workforce strategy which creates opportunities for career progression, continual professional development of the workforce to drive reform and improvement of services so they effectively identify and respond to children, young people and their families need.
- Support practice innovations, responding to changing population needs, risks and opportunities using evidence based approaches, evaluative frameworks and research evaluations
- Embed a culture of organisational learning undertaking appreciative enquiry, audit and disseminating learning from serious case reviews and practice reflection
- Contribute to personal supervision and your own continuous professional development
- The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager
- This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation
- To deliver the council's commitment to equality of opportunity, both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

3. Promotion of Corporate Values

To ensure that sharp customer care focus is maintained to the agreed standards according to the council's values, policies, and guidance. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

To ensure that a high level of confidentiality is maintained in all aspects of work, whilst facilitating the storing and sharing of information in line with the Data Protection Act 1998 and the Crime and Disorder Act 1998.

To ensure that the Council is appropriately represented to a high professional standard and its values upheld in public arenas.

4. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

The post holder may be required to work outside normal office hours including evenings, weekends, and Bank Holidays.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Evidence of a UK recognised Social Work qualification and post-qualifying experience in a children's statutory setting	Essential	Application
Registered with Social Work England.	Essential	Application
A satisfactory Disclosure and Barring Service (DBS) check at enhanced level is required.	Essential	Application
Experience & Knowledge		
Excellent knowledge of relevant legislative frameworks, government guidance, policies and procedures relating to Children and Families.	Essential	Application/Interview
Demonstrable experience of practice leadership at a management level.	Essential	Application/Interview
Demonstrable experience of driving workforce development activities leading to improvements in the quality of practice.	Essential	Application/Interview
Detailed knowledge of government guidelines and standards that support the delivery of safe, high quality service.	Essential	Interview
Knowledge of professional codes of practice that underpin the Children's Workforce in statutory and early help settings.	Essential	Interview
A good understanding of relationship management and the capacity to establish and maintain effective communication and working relationships.	Essential	Interview
A good working knowledge and understanding of child protection and children in care policy and processes.	Essential	Application/Interview
Evidence of continuous professional development.	Essential	Application
Skill & Ability		
A track record of effectively delivering safe services within a multi-agency framework, which has delivered excellent outcomes.	Essential	Application/Interview

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Ability to prioritize, monitor and be accountable for delivery of high quality workforce, quality assurance and practice development activities.	Essential	Application/Interview
A high level of consultative, interpersonal, communication and negotiation skills including the ability to deal with complex issues in a sensitive and appropriate manner.	Essential	Interview
A strong capacity to motivate, inspire and encourage people to reach their full potential.	Essential	Interview
A good capacity to deliver high quality work to deadlines in a high demand environment.	Essential	Application/Interview
Ability to summarise, analyse and evaluate complex information including data, spreadsheets and trends analysis.	Essential	Application/Interview
Ability to work as part of a team and contribute to strategic and operational service developments.	Essential	Interview
Ability to work across professional boundaries demonstrating a clear understanding of the roles and responsibilities of other agencies to promote an integrated approach and multi- disciplinary working to achieve results.	Essential	Interview
A strong professional interest in research findings and their contribution to the development of best practice.	Essential	Application/Interview
A strong capacity to share information verbally and by writing concise reports about children in order to safeguard them and promote their welfare.	Essential	Interview
To be computer literate and in possession of the skills necessary to work with information management and recording systems.	Essential	Application/Interview
To be able to thrive in a complex environment and demonstrate resilience.	Essential	Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Desirable	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
Learning to Improve		
Agile-I am fully empowered to act within the scope of my role	Desirable	Interview

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Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Desirable	Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Desirable	Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Desirable	Interview