1. ABOUT ACHIEVING FOR CHILDREN
Achieving for Children was created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames and is commissioned to deliver children’s services on behalf of the two local authorities. Our vision for Achieving for Children is simple: by bringing together professional expertise from the two founding local authorities, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

Achieving for Children is divided into five key business areas: Education, Early Help Children’s Social Care; Special Educational Needs and Disabilities; and the Company (Standards and Improvement and Finance and Resources). Each business area is led by a Director or Associate Director.

2. ABOUT THE CLUSTER TEAMS
The Cluster Teams deliver preventative support, early intervention and social care to children, young people and their families in three geographical areas. Professionals work in a multi-agency environment and act as an extended ‘team around the child/family’. They will also work more closely with universal and community service provision, such as schools, GPs and the voluntary sector.

3. ABOUT THE SAFEGUARDING TEAM
Based in our three Clusters, the Child Protection Teams work directly with children who are subject to a Child Protection Plan, or who have Child in Need status, and their families. This will include: Strategy discussion (open cases) Child Protection Conference Review; and Child In Need Planning and Review. The team work to a range of legal options to support investigation and protection and accommodation; if required give evidence in court; using contingency planning to anticipate complexity and changing circumstances.
The Safeguarding teams will transfer cases to the Permanence service when it is clear that permanence away from home will be the outcome.

4. **MAIN PURPOSE OF THE JOB**
The Team Leader will provide casework oversight and professional supervision to colleagues in the Safeguarding Cluster Team to improve outcomes for children.

**Strategy & Leadership**
1. To support the Cluster Head of Safeguarding by contributing to the overall operational management and development of the team, and deputise for the Head of Safeguarding and other Team Leaders as required.

2. To provide casework supervision to other social workers in the team to ensure the highest practice standards and working at all times in the best interests of children and young people.

3. To assist the Head of Safeguarding in formulating and implementing the Team Plan objectives and priorities.

**Management and Operations**

1. To provide effective casework supervision and professional support to social workers and other colleagues, ensuring there is an opportunity to critically reflect on casework and to identify learning and development needs.

2. To act as a recognised expert within the specialist field: Contribute to the development of practice and policy in the specialist field: initiate and undertake research in own field.

3. To ensure services are provided in a manner that respects the human rights and dignity of the individual and ensure that consideration is given to issues of gender, disability, sexual orientation, ethnic origin, religion, culture and linguistic background.

4. To exercise budgetary responsibilities as delegated by the Head.

5. To chair reviews/planning meetings/case conferences/strategy meetings as appropriate in line with standard procedures.

6. To ensure the provision of clear written reports to child protection conferences, reviews, planning meetings and any other purpose as required, ensuring good quality casework analysis and risk assessment is evident throughout.
7. To ensure reports are prepared for Court are of high quality, and to support and prepare workers in the Court process, including giving evidence in Court, as required.

8. To ensure the team maintains a high standard of case recording of all interventions with service users in line with AfC policies and procedures, and data protection requirements.

9. Establishing comprehensive staff development plans, to achieve a high standard of professional practice in accordance with Achieving for Children policies, and to ensure compliance with the HCPC Standards of Proficiency, if applicable.

10. To participate in the Emergency Duty Team (EDT) rota.

**Performance**

11. To participate in the monitoring of service delivery against agreed targets, timescales and resources, taking action as appropriate to achieve desired outcomes.

12. To champion and support continuous professional development within the team.

**Communications**

13. To ensure effective communications are conveyed in a timely, transparent and coherent manner.

14. To keep staff and stakeholders informed of information that affects them and influences service development.

15. To establish and maintain good communication across children’s social care, with the wider cluster, and with other agencies/departments to facilitate the improvement and development of the service.

16. To seek, listen to, and respond to the views and ideas of staff and stakeholders, encouraging and actively engaging in positive communications and working relationships.

17. To ensure the highest managerial and professional standards within the service, ensuring high morale, good internal communications and equality of opportunities.

**General**

18. To ensure that the highest quality services are provided, within the resources available, and are responsive to the expressed needs and aspirations of
residents/users regardless of backgrounds, lifestyles and abilities.

19. To demonstrate a commitment to own personal and professional development and to developing and coaching others.

20. To undertake project work and produce reports and deliver presentations as required.

21. In the performance of all your duties, and in particular in the support and management of staff, to implement all Achieving for Children policies and procedures necessary to meet customer care needs and to reflect the Achieving for Children’s vision and values.

22. Make effective use of supervision and appraisal to reflect on casework and to identify learning and development needs to continually improve upon practice, support CPD and demonstrate the standards of proficiency as required by the HCPC in order to maintain personal registration.

23. Champion the promotion of diversity and equalities in all aspects of service delivery and people management; demonstrate confident application of ethical reasoning to professional practice and decision making.

24. Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.

25. Working to Practice supervisor level of the Knowledge and Skills Statement.

**Organisational Chart**

An indicative organisational chart is provided at Annex 1. Resource split between the cluster teams will be responsive to business need. Supervisory responsibilities between the Head, Team Leader and Senior Practitioners will be determined by the Head in consultation with the Associate Director. The advertised post is highlighted yellow.
Person specification

Children’s Social Care

Job title: Team Leader Safeguarding

Grade: KSS / PCF: Practice Supervisor / Experienced

<table>
<thead>
<tr>
<th>Achieving for Children Promises</th>
<th>Evidence</th>
<th>Essential/ Desirable</th>
<th>A/I/T</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will put children and young people first</td>
<td>Essential</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>We will embrace diversity and champion inclusion</td>
<td>Essential</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>We will be resourceful, adaptable and dependable</td>
<td>Essential</td>
<td>Interview</td>
<td></td>
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<tr>
<td>We will nurture strong, responsive and caring relationships.</td>
<td>Essential</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>We will value and invest in our staff to deliver innovative and quality services</td>
<td>Essential</td>
<td>Interview</td>
<td></td>
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<tr>
<td>We will work with our customers to deliver the most effective solutions for them.</td>
<td>Essential</td>
<td>Interview</td>
<td></td>
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<thead>
<tr>
<th>Qualifications</th>
<th>Evidence</th>
<th>Essential/ Desirable</th>
<th>A/I/T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to degree level with appropriate professional Social Work qualification (CSS/CQSW or DipSw, MA SW, BA Hons SW)</td>
<td>Essential</td>
<td>Application</td>
<td></td>
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<tr>
<td>Current HCPC Registration</td>
<td>Essential</td>
<td>Application</td>
<td></td>
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<tr>
<td>Successful completion of an ASYE programme (If qualified since September 2012)</td>
<td>Essential if applicable</td>
<td>Application</td>
<td></td>
</tr>
<tr>
<td>Practice Teaching Award, Enabling others award or equivalent (Stage 1 or 2 award)</td>
<td>Desirable</td>
<td>Application</td>
<td></td>
</tr>
<tr>
<td>Working towards accreditation against the Knowledge and Skills Statement at Practice Supervisor level</td>
<td>Desirable</td>
<td>Application</td>
<td></td>
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<thead>
<tr>
<th>Links to the Knowledge and Skills Statement</th>
<th>KSS Domain</th>
<th>Prompts</th>
<th>Essential/ Desirable</th>
<th>A/I/T</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Promote and govern excellent practice</td>
<td>• Extensive knowledge and skills in the child and family social work. • Ability to interrogate decisions and ensure that they have been reached using appropriate theory and a range of evidence.</td>
<td>Essential</td>
<td>Application/ Interview</td>
<td></td>
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</tbody>
</table>
| 2. Developing excellent practitioners | • Experience of using best evidence to devise effective interventions aimed at making sure the best outcomes for children and families are achieved.  
• Ability to recognise the strengths and weaknesses of practitioner and know when best teach them or let them come to their own conclusions. | Essential | Application/Interview |
| 3. Shaping and influencing the practice system | • Ability to help provide a supportive atmosphere in a team ensuring that reflective thinking is being considered by team members when making decisions for children and families.  
• Experience of sharing practice with the wider organisation to help provide solutions to difficulties. | Essential | Application/Interview |
| 4. Effective use of power and authority | • Proven experience of using statutory powers based on social work assessments that show a child is at significant risk of harm.  
• An extensive and up to date knowledge of relevant legislation and case law. | Essential | Application/Interview |
| 5. Confident analysis and decision-making | • Ability to come up with multiple hypotheses when trying to determine the circumstances of complex cases.  
• Experience of helping other practitioners to make decisions based on observations and analyses that are also ambitious for those children involved. | Essential | Application/Interview |
| 6. Purposeful and effective social work | • Ability to effectively challenges practitioners approach to how they work with families, ensuring that it is the best way achieve the desired outcome for the child.  
• Experienced in making sure that the family narrative is listened to and that they feel empowered to make positive changes. | Essential | Application/Interview |
| 7. Emotionally intelligent practice supervision | • Ability to deliver reflective supervision and able to adapt style dependent upon the individual and the form supervision may be held i.e. peer group supervision, caseload, etc.  
• Ability to recognise the emotional barriers that are affecting the practice of team members and experience of employing strategies to support them. | Essential | Application/Interview |
### 8. Performance management and improvement
- Experience of supplying fellow workers of with constructive feedback, also recognising excellent practice and awarding appropriately.
- Able to explain to other practitioners the full legal, regulatory, procedural and performance framework.

<table>
<thead>
<tr>
<th>Skills and ability</th>
<th>Essential/D</th>
<th>A/I/T</th>
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</thead>
<tbody>
<tr>
<td><strong>Evidence</strong></td>
<td></td>
<td></td>
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<tr>
<td>Is able to manage priorities and work under pressure displaying initiative and creativity</td>
<td>Essential</td>
<td>Application/Interview</td>
</tr>
<tr>
<td>Is able to influence, develop and change the motivation and behaviour of people to achieve objectives.</td>
<td>Essential</td>
<td>Application/Interview</td>
</tr>
<tr>
<td>Ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.</td>
<td>Essential</td>
<td>Application/Interview</td>
</tr>
<tr>
<td>Strong organisational ability, including the ability to work on initiative and to prioritise workloads to meet agreed deadlines.</td>
<td>Essential</td>
<td>Application/Interview</td>
</tr>
<tr>
<td>Knowledge and understanding of data quality, information security and sharing requirements.</td>
<td>Essential</td>
<td>Application/Interview</td>
</tr>
<tr>
<td>Experienced in the use of ICT, including MS Word, Outlook and case record management systems</td>
<td>Essential</td>
<td>Application/Interview</td>
</tr>
<tr>
<td>Knowledge of a range of business systems and software applications and a high standard of ICT literacy; ability to understand new technologies and their potential.</td>
<td>Essential</td>
<td>Application/Interview</td>
</tr>
</tbody>
</table>

This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of the service and the specific requirements of the role.
Annex 1: Indicative Organisational Chart: Safeguarding