

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: Early Help and Schools

SECTION: SEN & Children with Disabilities Service

LOCATION: Number 1 Riverside

JOB TITLE: Advanced Practitioner

POST NUMBER: EHSCWDSW0002

Grade: 9

Accountable to: Practice Manager

Accountable for:

Hours of Duty: 37

Any Special Conditions of Service:

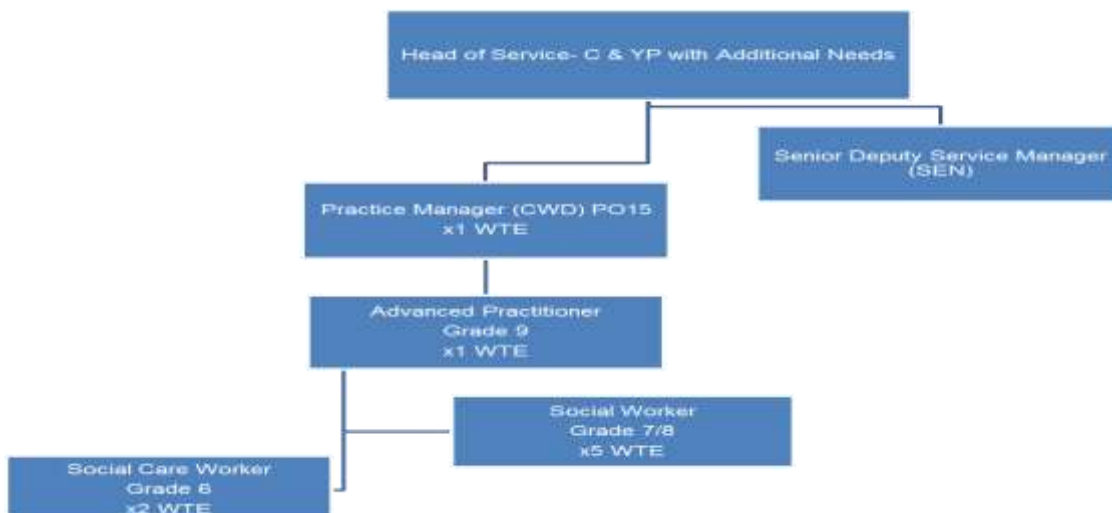
An enhanced DBS check is necessary for this position.

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

The post holder will be expected to undertake a certain amount of travelling in the course of his/her duties for which a casual car user allowance will be paid.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Responsible for:-

- Undertaking direct work with children, young people and their families focusing on particularly complex problems which require advanced practice skills.
- Taking responsibility for the development of specific areas of professional social work practice or areas of disability, including the initiation and development of appropriate policy and procedures for approval by the Head of Service;
- To support and promote the development and maintaining of high standards of professional practice both within the team and service;
- To become competent in undertaking and leading on various evidence based specialist assessments across the service.
- To support and mentor staff on various programmes such as ASYE and Practice placements.
- To support the Practice Manager and to take on duties and responsibilities as delegated by them.

Control of Resources

Personnel

All staff employed within the teams managed by the post holder

Financial

All budgets where spending is delegated to the post holder.

Equipment/Materials

All equipment, materials and other physical assets (buildings) for which the post holder is responsible.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework, HCPC Standards of Practice and the College of Social Work Professional Capabilities Framework and CPD requirements. (As detailed in Appendix A)

Relationships (Internal and External)

Colleagues across the Council, elected members, Partner Agencies, voluntary sector, service users, carers and local community groups / organisations.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Work in accordance with the HCPC Standards of Practice.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

Quality of Practice

1. To have a good understanding of legislation, policy and guidance relating to children and specifically children with disabilities.
2. To act as a senior member of the team and assist and deputise for the Practice Manager in decision making and direction of assessments and actions when required (e.g. chairing Strategy discussions, initiating and overseeing Section 47 enquiries).
3. Undertake direct work with children, young people and their families focusing on particularly complex problems which require advanced practice skills.
4. To support and promote the development and maintaining of high standards of professional practice both within the team and service. To provide training, guidance and support to Social Workers and liaise with other Advanced Practitioners/teams to ensure that such training and support is delivered in the most effective manner.
5. To be committed and dedicated to ensuring that families/carers of children and young people with disabilities and/or complex needs are offered support services in line with their level of need and resources available.
6. Taking responsibility for the development of specific areas of professional social work practice or areas of disability.

Communication and Engagement

7. To promote good standards of customer care ensuring service user, carer and parental participation. Commitment to partnership working so that effective engagement with all service users and partners can be evidenced.
8. To contribute to the development of policies, procedures, quality standards, performance indicators and best practice in line with the Children's Social Care Performance Framework.
9. To participate in case file and supervision auditing activity across the service (and with partners) in accordance with the Children's Social Care Quality Assurance Framework, to ensure the highest possible standard of social work and other safeguarding practice.

Organisational and Personal Development

- ## Secondary Duties

- ## APPENDIX A

PC Strategic
Level.docx

Service Director _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Early Help & Schools	Post:	Advanced Practitioner
Section :	SEN & Children with Disabilities Service	Post Number :	EHSCWDSW0002
Job Ref:		Grade:	9

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Do you have a professional Social Work Qualification, are registered with HCPC and have evidence of CPD?	E	AF and check at interview
2 Do you have at least 3 years post qualification experience of working with Children/Young People and their families?	E	AF
(a) Special Working Conditions		
3 Please confirm you are able to attend evening meetings and weekend conferences on occasions	E	AF and I
4 Please confirm that you are willing to travel around the borough and other locations in the region and the country as required	E	AF and I
(b) Qualification and Experience		
5 Please give details of your in-depth knowledge of social work with children, young people and families.	E	AF, I and A
6 Please give details of your experience of undertaking direct work with children and young people.	E	AF and I
7 Please provide evidence of your experience of risk management in a highly pressurised environment, including preparing specialist assessments/ reports for courts.	E	AF and I
8 Please provide evidence of substantial post-qualifying CPD Including evidence of working towards Post Graduate Certificate in Social Work Practice or equivalent.	E	AF and I
9 Please give details of your knowledge and experience of social work supervision and how this can be complemented by mentoring and coaching to professional colleagues in accordance with the HCPC Standards of Practice and the College of Social Work, Professional Capabilities Framework at the appropriate level.	E	AF, I and A
10 Please give examples of how you have assessed and analysed complex situations and family dynamics.	E	AF, I and A
(c) Skills and Knowledge		
11 Please give details of your wide knowledge of models of intervention, their effectiveness and outcomes.	E	AF, I and A
12 Please give details of your knowledge of relevant legislation, regulations, standards, guidance, policy and procedures.	E	AF, I and A

13	Please give details of your understanding of the regulatory and inspection framework within which children's services operate and the skills that you have to support the department in preparing for these.	E	AF, I and A
14	Please give details of how you are able to make recommendations for action in relation to complex situations including those where there may be significant risks	E	AF, I and A
15	Please give details of your good communication skills with children and families and a wide range of partners and stakeholders, both verbally and in writing.	E	AF, I and A
16	Please give details of your ability to negotiate with service users and partners.	E	AF, I and A
17	Please give details of your IT skills in relation to email, electronic case recording, performance data, report writing, etc.	E	AF, I and A
18	<p>Please give details in your ability to use initiative and be proactive in:</p> <p>assessing, analysing and making professional judgements in order to keep children safe, and ensure that their outcomes are improved by intervention;</p> <p>identifying situations which may pose a high risk to a child, provoke media interest or where the reputation of the Council is at stake and to make sure that the Practice Manager is informed and kept up to date with developments;</p> <p>making decisions relating to the management of staff and resources, including prioritising and allocating work, monitoring progress against standards and informed by legislation, guidance, policies and procedures;</p>	E	AF, I and A
19	Please give details on your ability and commitment to work in accordance with the HCPC Standards of Practice and the College of Social Work, Professional Capabilities Framework at the appropriate level.	E	AF and I
(d) Behaviours and Values			
20	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF
21	If applicable and you are applying under the Armed Forces Interview Scheme please confirm your last long term employer was the Armed Forces	D	AF
22	If applicable and you are applying under the Armed Forces Interview Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces	D	AF