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# JOB DESCRIPTION

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| **DIRECTORATE:** | | Children’s Services | | **Child Protection & Review** |
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| **JOB DETAILS:** | |  | | |
| **Job Title:** | | Child Protection Co-ordinator | | |
| **Grade:** | | 4C, SCP 42 – 45 | | |
| **Directly responsible to:** | | Service Manager (Child Protection) and Practice Manager | | |
| **Directly responsible for:** | | N/A | | |
| **Hours of Duty:** | | 18 | | |
| **Primary purpose of the job:** | | | | |
| The main duties and responsibilities of the post are to chair initial child protection conferences, and child protection reviews under the Signs of Safety Model, strategies for specific child protection areas on behalf of the Local Safeguarding Children Board, providing a high quality service to Children and Families  To support the Service Manager/Practice Manager in ensuring that the child protection conference and review system is run efficiently and effectively.  To provide advice and support to practitioners in the operation of the inter-agency child protection system.  To contribute to the professional development of colleagues and the team  To advise, offer consultation and mentor other team members | | | | |
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| **Main Duties and Responsibilities/Accountabilities:** | | | | |
|  | To chair initial child protection conferences and child protection reviews under SOS Model and to ensure that conference and review minutes are accurate and are completed and circulated within the required timescales. | | | |
|  | To chair inter-agency strategy meetings following allegations of abusive practice made against professionals/foster carers/or volunteers and to assist the LADO Allegations Manager in developing and promoting safe practice.  To chair inter-agency strategy meetings in respect of specific child protection matters such as, Forced Marriage, Fabricated Illness, Female Genital Mutilation, Sexually Harmful Behaviour Planning meetings and Trafficking. | | | |
|  | To assist in monitoring the implementation of Children’s Services Directorate and LSCB child protection policies and procedures, as well as contributing to their development. | | | |
|  | To monitor the preparedness of parents, carers, children and young people for child protection conferences and ensure that they participate as fully as possible in the process. Knowledge or experience of the Signs of Safety Framework Model will be beneficial, Advocacy service and Viewpoint software. | | | |
|  | To monitor the quality of the other agencies contribution, both written and verbal, to child protection conferences and the thoroughness of child protection plans, raising any issues with the Service Manager (Child Protection), the appropriate practitioner and their manager/agency. | | | |
|  | To keep informed of new developments in relation to policy and practice issues in child protection work and to provide professional advice on such issues to the Children’s Services Directorate and the LSCB. | | | |
|  | To assist the Service Manager and Practice Manager (Child Protection) in ensuring that academic research, government directives and practice developments are widely disseminated, understood and integrated into practice across the service. | | | |
|  | To contribute to the identification of training needs associated with child protection work and to assist the LSCB Trainer in developing and delivery appropriate in-service and multi-disciplinary training programmes. | | | |
|  | To monitor and evaluate the implementation of LSCB and departmental policies and procedures relating to the work of the Safeguarding Children and Quality Assurance Unit and contribute to their formulation and updating. | | | |
|  | To assist the Service Manager and Practice Manager (Child Protection) in the collection and interpretation of relevant management information to support the monitoring of the child protection and statutory review systems and to inform the planning of services. This will also involve being part of a rota to actively contribute to the Quality Assurance aspect of the work undertaken by the Safeguarding and Quality Assurance Unit by participating in the regular auditing of case files. | | | |
|  | To assist the Service Manager/Practice Manager (Child Protection) in the production of the Children’s Services Plan, the Directorate, Divisional and Service Business Plans and the LSCB Business Plan. | | | |
|  | To assist in the work of the Sub Committees of the LSCB and to take a lead role as directed by the Service Manager and Practice Manager (Child Protection). | | | |
|  | To work closely with managers and practitioners in the Children’s Services Directorate and, as directed, to attend their management/team meetings in order to co-ordinate and feedback practice issues in relation to child protection. | | | |
|  | To maintain and establish effective liaison with all appropriate agencies working to safeguard children and young people in Salford and to contribute to the development of local child protection forums and any locality based inter-agency teams. | | | |
|  | To offer expert advice, support, consultation and mediation on practice issues when necessary to Children’s Services staff in individual cases and staff from across disciplines on individual cases. | | | |
|  | To actively promote a co-ordinated, inter-agency approach in all aspects of work with children and families. | | | |
|  | To work confidently and constructively with senior managers, offering a critical perspective and appropriate challenge and to seek legal remedies if the local Authority fails in its duties. | | | |
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|  | To represent the Safeguarding Children and Quality Assurance Unit at relevant meetings, and, as directed by the Service Manager and Practice Manager (Child Protection) to take a lead in pursuing new policy and practice initiatives on behalf of the LSCB and the Children’s Services Directorate. | | | |
|  | To undertake any other duties which may be assigned to the post holder by the Director of Children’s Services or the Assistant Director from time to time. This may involve chairing Looked After Children Statutory reviews for children being cared for under the responsibility of the Local Authority or chairing Strategy Meetings on behalf of LADO where there are possible concerns of professional abuse. | | | |
|  | To contribute to the control of resources in respect of personnel, financial as determined by the scheme of delegation and all equipment used by the team for which the Service Manager is responsible. | | | |
|  | The post holder shall carry out his/her duties with full regard to the City Council’s Equal Opportunities Policy and Community Strategy. | | | |
|  | To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner. | | | |
|  | To act at all times with due regard to the Authority’s Health and Safety Policies and related Codes of Practice. | | | |
|  | The details contained within the job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. | | | |
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| The postholder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy Policies. | | | | |
| To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy. | | | | |
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| **Review Arrangements:** | | | | |
| The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time. | | | | |

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| **Date Job Description revised:** | July 2016 |
| **Prepared by:** | Chris Broadbent Service Manager |
| **Agreed by Postholder** |  |

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application. NB: In order to be considered appointable, applicants must be able to meet all the essential criteria.

| **Criteria** | Essential | **Desirable** | **To be measured by** |
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| **Qualifications:** | * The possession of a recognised social work qualification – CQSW/CSS/Dip SW/SW Degree or equivalent, and must be registered with the HCPC |  | Application Form |
| **Experience:** | * Substantial experience of work with children and families, including child protection, looked after children and children in need. (minimum 5 years) | * Team Management experience * Experience in dealing with LADO referrals (professional abuse allegations) | Application Form/Interview  Application Form/Interview |
|  | * Experience of chairing multi-agency meetings. * Experience of inter-agency collaborative working | * Experience of training activities, particularly inter-agency training, involving the exercise of presentation skills. * Experience/knowledge of Signs of Safety Framework Model * Experience of chairing LAC reviews | Application Form/Interview |
|  |  | * Experience of working in a supervisory or consultative capacity with other workers. | Application Form/Interview |
| **Knowledge of:** | * A thorough understanding of relevant legislation and guidance. * Knowledge of Signs of Safety model and Solution Focus |  | Interview/Presentation |
|  | * Extensive knowledge and understanding of current policy and practice issues in social work with children and families. |  | Interview/Presentation |
| **Skills, ability to:** | * A capacity to act decisively and exercise sound professional judgement in complex cases involving high levels of risk. |  | Interview |
|  | * The capacity to ensure that young people and their carers are able to participate effectively in assessment, planning and decision-making. | . Chairing Signs of Safety Model Conferences;  Knowledge of Viewpoint software  Knowledge of Advocacy services and what   this means in terms of supporting a YP | Interview |
|  | * The ability to operate with confidence and competence at all levels within the department and in the inter-agency child protection and looked after children systems. |  | Interview/Presentation |
|  | * The ability to relate effectively to colleagues in other agencies and professions and be able to challenge effectively when required. |  | Interview/Presentation |
|  | * Able to ensure that appropriate information is recorded and monitored, and able to analyse information to review and develop services. | Auditing experience | Interview |
|  | * The ability to exercise initiative, resolve conflict, work co-operatively, challenge appropriately and develop the skills of others. |  | Interview |
|  | * Excellent communication skills, both written and verbal. |  | Interview/Presentation |