



<b>Department:</b>	<b>Children and Family Services</b>
<b>Job Title:</b>	Team Leader
<b>Grade:</b>	12
<b>Post Number:</b>	
<b>Service/Section:</b>	Children and Families Wellbeing Service
<b>Base/Location:</b>	
<b>Responsible To:</b>	Team and Partnership Manager
<b>Responsible For:</b>	Direct line management of various frontline caseworkers which will vary by post
<b>Key Relationships/ Liaison with:</b>	A range of partners (internal and external) and organisations including: statutory bodies, government departments, regulatory bodies, schools, Voluntary and Community Organisations, Police, Health, Job Centre Plus, Children, Young People, and Parents / Carers

<b>Job Purpose</b>
<p><b>To improve the outcomes and life chances of children, young people and their families in Leicestershire by:</b></p> <ul style="list-style-type: none"> <li>• <b>Supervising a team of multi-disciplinary staff</b></li> <li>• <b>Leading practice development in the locality</b></li> <li>• <b>Understanding the needs of children, young people and families at a locality level and responding to these in innovative ways, using a partnership approach</b></li> </ul>

<b>Main Duties and Responsibilities</b>	
<b>1.</b>	<p><u>Service Delivery</u></p> <ul style="list-style-type: none"> <li>• To work with the Team and Partnership Manager to implement changes in response to local, regional and national drivers, and statutory responsibility where required</li> <li>• To ensure that the voices of children, young people and their families are heard and are used help to shape service delivery</li> <li>• To ensure staff make effective, efficient and consistent use of systems and processes to track the progress of children, young people and their families to achieve their full potential</li> <li>• To participate in the development and delivery of a range of effective and evidence-based interventions</li> <li>• To support staff to work with networks to develop effective exit strategies</li> </ul>
<b>2.</b>	<p><u>Management and Leadership of a team</u></p> <ul style="list-style-type: none"> <li>• To line manage and support staff which includes recruitment, supervision, training, performance and development reviews, attendance management and disciplinary processes</li> </ul>

	<ul style="list-style-type: none"> <li>• To lead on the management of referrals, ensuring they are prioritised and appropriately allocated according to need, and that children, young people and families are offered the right service at the right time, with measurable outcomes</li> <li>• To manage the operational demand upon the Service by identifying and engaging the most vulnerable children and families in the locality at an early stage to improve outcomes and promote resilience within families</li> <li>• To understand the breadth of services within the locality, establishing effective operational links which promote joint work and collaboration</li> <li>• To provide management oversight of the work undertaken with children, young people and families, taking responsibility for managing thresholds and dialogue with key partners</li> <li>• To support staff to maintain high quality case recording, undertake assessments and reviews in a timely manner, and maintain all paperwork relating to families so that records are up-to-date and concise</li> </ul>
3.	<p><u>Working in Partnership</u></p> <ul style="list-style-type: none"> <li>• To create and maintain effective working relationships with key partners to support co-ordinated delivery of services for families and children at risk of poor outcomes</li> <li>• To engage in opportunities for services to collaborate and deliver innovative ways of working and engaging with children, young people and families</li> <li>• To support staff to work with families and partner agencies to develop plans that work, and to ensure all involved know what safety looks like and how and when to escalate</li> </ul>
4.	<p><u>Quality Assurance</u></p> <ul style="list-style-type: none"> <li>• To work to achieve key performance outcomes at a local and national level as identified within the Quality Assurance Plan</li> <li>• To participate in quality assurance activity as required</li> <li>• To be responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies</li> </ul>
5.	<p><u>Promote the welfare of children, young people and families in Leicestershire</u></p> <ul style="list-style-type: none"> <li>• To work in accordance with the relevant statutory and local policies regarding safeguarding procedures and risk of harm to others</li> <li>• To ensure safeguarding competencies are met within the Team</li> <li>• To ensure robust and consistent application of thresholds. This would include: <ul style="list-style-type: none"> <li>○ escalating to social care as and when appropriate through discussion based on accurate presentation of facts and thorough analysis of the information available</li> <li>○ ensuring young people at risk of offending, re-offending or posing a risk of harm are identified through the Youth Support strand</li> </ul> </li> </ul>
6.	<p><u>Reporting</u></p> <ul style="list-style-type: none"> <li>• To produce written reports for and interactive presentations to a variety of audiences</li> </ul>
7.	<p><u>Equality and Diversity</u></p> <ul style="list-style-type: none"> <li>• To ensure services are delivered in accordance with the Council's approach to diversity</li> </ul>
8.	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> <li>• To ensure that the regulatory requirements are met for staff and services</li> </ul>

	<p>in line with National and LCC policies and procedures</p> <ul style="list-style-type: none"> <li>To ensure that staff are adhering to the systems and protocols necessary to support effective and safe service delivery</li> </ul>
9.	<ul style="list-style-type: none"> <li>To undertake any duties in line with the above as directed by the Team and Partnership Manager, including occasionally deputising for the Team and Partnership Manager at meetings or when requested</li> </ul>
10.	<ul style="list-style-type: none"> <li>Responsible for keeping up to date with the latest research and publications, taking responsibility to summarise and disseminate across the service as appropriate.</li> </ul>

#### Youth Offending Team Leader – specific responsibilities

	<ul style="list-style-type: none"> <li>To manage risk in the community and to show an understanding of, and commitment to, risk policies and procedures, ensuring that risk management processes are adhered to</li> <li>To develop and deliver innovative interventions designed to reduce the likelihood of offending and re-offending by children and young people.</li> <li>To establish and maintain effective collaborative arrangements with YOT partnership agencies, to represent the YOT, and to facilitate meetings that are relevant to the Service area across the County</li> <li>To ensure commissioned arrangements around service delivery are fulfilled</li> <li>To have an oversight of all high risk cases and to contribute to the risk management plans</li> <li>To work with children, young people and their networks to reinforce the responsibilities for reducing offending or re-offending</li> <li>To keep up to date with relevant criminal justice issues, legislation, research, guidance and standards</li> <li>To lead a team to meet local performance targets in line with the national Youth Offending Performance Framework</li> </ul>
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#### Youth Team Leader – specific responsibilities

	<ul style="list-style-type: none"> <li>To champion and advocate Youth Work practice across the Service</li> <li>To develop experience of managing risk in the community and to show an understanding of, and commitment to, risk policies and procedures, ensuring that risk management processes are adhered to</li> <li>To develop a sound knowledge of AssetPlus and Careworks and use these systems to support management oversight of young people</li> <li>To develop and deliver innovative interventions designed to assist young people in managing their emotional health and to support a reduction in the likelihood of offending and re-offending by children and young people</li> <li>To work with children and young people and their network to re-enforce the responsibilities for reducing offending, re-offending and managing emotional wellbeing</li> </ul>
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#### Special Factors

	<ul style="list-style-type: none"> <li>The nature of the work will involve the jobholder carrying out work outside of normal working hours.</li> <li>This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a <b>DBS enhanced check for a regulated activity (includes a barred list check) is an essential</b></li> </ul>
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requirement.

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

Date Prepared/Revised: 31 July 2018

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	Essential	Desirable	How assessed
<p><b><u>Qualifications</u></b></p> <p>Level 4 qualification in a relevant subject, e.g. /NVQ4 childcare, youth justice, social work qualification, teaching qualification, child nursing qualification,</p> <p><b>OR</b></p> <p>Significant and demonstrable and relevant knowledge and experience evidenced against the headings below including significant experience of working within children and family services in a multi-agency environment.</p> <p>Evidence of continuing professional development including management/supervisory skills/leadership</p>	<p>✓</p>	<p>✓</p>	<p>Doc/Int</p> <p>Doc/Int</p>
<p><b><u>Experience</u></b></p> <p>Experience of supporting staff and teams to maintain, develop and improve outcomes for children, young people and families, including case supervision and management oversight</p> <p>Experience of working within children’s services</p> <p>Experience of working within Criminal Justice (YOT post only)</p> <p>Experience of working with families with a range of difficulties and levels of need</p> <p>Experience of supporting children and families including those from diverse backgrounds</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>

Experience of identifying the training needs of staff teams, and developing and delivering input to support and develop staff	✓		App/Int
Experience of allocating work according to need, demand and priority to a multi-disciplinary team	✓		App/Int
Experience of working within an outcomes-driven framework	✓		App/Int
Experience of working in an environment dealing with sensitive and confidential information	✓		App/Int
<b><u>Knowledge</u></b>			
Knowledge of relevant theoretical, practical, and procedural approaches that help improve the lives of children and young people, and demonstrate an improvement in their outcomes	✓		<u>App/Int</u>
Knowledge of the triggers and barriers faced by children and young people and methods of identifying and engaging early, those vulnerable to poor outcomes.	✓		<u>App/Int</u>
Knowledge of child development and the needs of children and young people	✓		<u>App/Int</u>
<b><u>Skills and Competencies</u></b>			
<b><u>Leadership Behaviours:</u></b>			
Demonstrate the ability to influence and shape the environment in which you operate to achieve high quality outcomes for the children and families of Leicestershire	✓		App/Int
Demonstrate the ability to connect with customers and localities through listening, dialogue and understanding community's needs	✓		App/Int
Demonstrate the ability to build powerful relationships across stakeholders, peers and partners creating open and transparent relationships based on trust	✓		App/Int
Demonstrate the ability to lead and deliver sustainable, collective high performance, through inspirational leadership of people, setting clear priorities, and a strong approach	✓		App/Int

to performance management			
Demonstrate the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	✓		App/Int
<b><u>Other Requirements</u></b>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med
Must have a full valid driving licence and unrestricted use of a car and relevant insurances	✓		App/Doc
Follow relevant health and safety policies, procedures and legislation	✓		App/Int
The post-holder must be willing to undertake further training within an early help professional development framework	✓		App/Int
The post-holder may be required to attend, from time to time, other training courses, conferences, seminars, or meetings as required by his/her own training needs and the needs of the service	✓		App/Int

<b>Key:</b> <b>App = Application Form</b> <b>Test = Test</b> <b>Int = Interview</b>	<b>Pre = Presentation</b> <b>Med = Medical Questionnaire</b> <b>Dc = Documentary Evidence (E.g., Certificates)</b>
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