

Job Description

Job Title: CFN Social Work Academy Advanced Practitioner

POSCODE: HAY03605

Grade: CHILD AP 1-3

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

The Job holder will work as part of the Social Work Academy (SWA) Management group and will be responsible for the development of social workers associated with the SWA in accordance with the Assessed Supported Year in Employment (ASYE), Professional Capabilities Framework (PCFs), Knowledge and Skills Statements (KSS) and Continued Professional Development (CPD) arrangements and they will contribute to the SWA objectives.

To deputise for the Team Manager as necessary and appropriate.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	Under the direction of the team manager to Supervise and manage the workload of newly qualified social workers and provide mentoring, reflective supervision, monitoring of case progression, professional development and professional supervision in accordance with the Social Workers Academy's teaching programme and wider objectives in situations of high complexity ensuring a high standard of service delivery.
2.	Support the Team Manager in managing a current and reliable record of allocation, assurance in service provision and ensuring a high standard of service delivery. Ensure Signs of Safety model of practice is delivered and embedded into practice.
3.	Contribute to the learning and development of the Academy/NCC as a training organisation by managing the interface between Higher Education Institute (HEI) and training/workplace situations, by contributing to arrangements for selection, training and curriculum delivery, assessment and evaluation. To quality assure practice learning opportunities for social workers undertaking social work development training at undergraduate and post qualifying levels. Use feedback from Academy social workers having completed the programme to inform future Academy development.
4.	To ensure that accurate records and reports are maintained in order that they can evidence a meaningful practice assessment of NQSWs in accordance with the

	Assessed and Supported Year in Employment (ASYE) programme and probationary arrangements. To improve the quality of casework through undertaking case file audits and ensuring feedback from audit activity is implemented into social work practice and formal observations of practice.
5.	To provide the Team Manager with accurate information and assist the Team Manager with establishing, maintaining and utilising information systems to ensure best practice as part of a robust quality assurance system and to inform performance and budget management of the team and organisation.
6.	Working within a multi-disciplinary context, to develop effective working partnerships with other agencies and services involved to ensure that positive outcomes are achieved in all key areas of service user's lives.
7.	To deliver, within the framework of current legislation and guidance, professional leadership and education for social workers associated with the Academy in order to provide effective and professional service delivery at both undergraduate and post graduate level. Ensuring development of social workers in order that they can deliver excellent standards of practice and service to customers and their families.
8.	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
9.	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Social Work Qualification	CQSW/CSS DipSW/Degree in Social Work or Home Office letter of Recognition, or equivalent. This post requires satisfactory Disclosure & Barring Service clearance Social Work England (SWE) registration	Essential
Practice Teaching Award	PEP 1 and 2 or be willing to undertake PEP 2, Post Qualifying Award, Enabling Others or equivalent.	PEP 1 is Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Knowledge of legislation relevant when working in Children Services, national and local policies, procedures and best practice requirements.	Experience of working within: <ul style="list-style-type: none"> • Assessment processes and child protection; • Care Planning; and • Court Area 	Essential
Knowledge of the PCFs, KSS and other relevant Social Work professional standards.	Ability to demonstrate knowledge and align these to the learning experience of NQSWs and SWs.	Essential
Knowledge and understanding of using appropriate assessment tools and research.	Knowledge of Signs of Safety and other methodology's in social work. Knowledge of tools which can underpin practice and support evidence based practice.	Essential
Skills		
Excellent written and verbal communication skills including ability to use word and excel to produce reports, undertake correspondence and keep accurate records.	Experience in writing professional reports. Good communication skills and ability to adapt these to others needs.	Essential
Excellent organisational skills and ability to priorities work effectively.	Ability to organise and undertake workload Ability to prioritise workload and be able to adapt plans to meet needs of the service when required.	Essential

Confidence to work on own initiative and ability to work under pressure.		Essential
Experience of ICS, carefirst or other social care data base systems.	To have used relevant data base systems to record and plan work.	Desirable
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Post-qualification experience in an appropriate discipline/ service	Experience of case holding. Experience of working in a statutory service.	Essential
Experience of staff mentoring and or supervision demonstrated through previous student or NQSW mentoring and coaching	Ability to supervise and support staff both informally and formally.	Essential
Experience in training preparation, planning, delivery and evaluation.	Planned and delivered or co delivered training to a group of social work professionals. Planned and delivered group work.	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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