

Job description

Job title:	Assistant Team Manager (Children's Qualified Social Worker)
Grade:	Grade 12 + 3 LMIs*
Job evaluation reference:	HS458
Job family:	Health and Social Care

Purpose and impact

1. To assist the (Team) Manager in the delivery of services in accordance with Directorate policy and practice including case accountability as delegated.
2. To lead and manage the development of specific systems and services, as required by the (Team) Manager.
3. To deputise for the (Team) Manager as required.
4. To lead and undertake joint work with colleagues within the Directorate and other agencies, as relevant, to ensure the effective delivery of services to children, families and carers.
5. To provide specialist consultation to staff within the Directorate and other agencies, regarding service developments or creative packages of care for individuals.
6. May be required to carry a caseload of complex cases (see context statement).

Key responsibilities

7. Deputise for (Team) Managers as required, in relation to individual case situations or for ongoing areas of team responsibility, including supervision of individual staff members.
8. Work as part of a multi-disciplinary team supporting our children and families to achieve good outcomes.
9. Take a key role in managing, developing and monitoring Team duty and referral taking systems, as relevant.
10. Bring to the attention of (Team) Manager and initiate and implement plans of action in relation to staff performance, including sickness absence, staff conduct and case management.
11. Operate within financial and budgetary guidelines for the delivery of care plans to meet children and families/carers needs and make decisions on behalf of (Team) Manager, as requested.
12. Work collaboratively within the Directorate, with statutory agencies, voluntary agencies and independent sector organisations and take on specific liaison or development roles on behalf of the (Team) Manager.
13. Work with team members on developing a range of general and specific ideas and solutions for complex care plans/arrangements for children, families and carers.
14. Assist with staff development, including the development and co-ordination of induction, the development of Team training plans, leading sessions for staff in multi-agency programmes and undertaking practice teaching as required.
15. Be accountable to the (Team) Manager for reviewing the quality of work undertaken in the team, against agreed performance standards and key result areas and to advise the (Team) Manager of any concerns which may affect the standard of performance required.



16. Make proposals for the improvement of Team practice and to develop systems for accurate data recording and improved performance management.
17. Act as a resource point for team colleagues regarding evidence-based practice and research and propose ways of developing and improving local practice.
18. Work with the (Team) Manager in the recruitment, selection and induction of new staff.
19. Where applicable (see context statement), take responsibility for a caseload of complex cases (including detailed assessments of individuals and their families or carers, incorporating risk, reviews, liaison with other professionals, care plans) and provide consultation and advice to staff as required.
20. Undertake statutory duties in accordance with delegated authority.
21. Provide professional/technical advice and support in specific areas of specialism.
22. Chair reviews, conferences and any other meetings in the absence of or as delegated by the (Team) Manager.
23. Keep the (Team) Manager informed of all issues relating to children and families' needs which have implications for service development and for service standards of the Directorate.
24. Maintain essential records as required and input records on core computer systems and undertake training as necessary.
25. Accept responsibility for learning, by attending training courses and by taking advantage of staff development opportunities in order to improve knowledge and skill for the benefit of the delivery of the service.
26. Contribute to the provision of a response to civil emergencies, as required.
27. Undertake other comparable or lesser duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Appropriate Team Manager (as specified on the context statement)
 Responsibility for: Line management of allocated staff (as specified on the context statement)

In addition to the key responsibilities, as a people manager you will also:

- Lead and manage team dynamics and performance by setting clear expectations, providing regular feedback, and ensuring high-quality delivery through effective quality assurance practices.
- Create an inclusive and supportive team environment that ensures continuous learning, professional development and good wellbeing, aligning to the council plan priorities, people and culture strategy, and responsibilities set out within our people management policies and requirements.
- Lead and champion opportunities for service improvement, innovation and change by taking accountability for its successful implementation, ensuring team members are engaged, motivated, and supported throughout transitions, whilst role modelling new ways of thinking and working.



Other factors

28. Responsibility for managing and monitoring budgets, where delegated by (Team) Manager.
29. Use of laptop to maintain data on children and families' activity.
30. Travelling from local office base to the homes of children and families and meetings across the county.
31. Working with children and families who may be emotionally distressed and have the potential to become verbally or physically abusive.
32. May be required to undertake lone visits to children and families in their homes.
33. Providing specialist advice/guidance on situations which may present risk to individuals or to the Directorate with recourse to Service Manager in the absence of (Team) Manager.
34. Transportation of children and families and small items of equipment as required.
35. An Enhanced DBS check is required.

Labour Market Increments

**Where Labour Market Increments (LMI) apply these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).*

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Diploma, Degree or Masters in social work	Application form
2. Ongoing registration with Social Work England	Application form
Experience	
3. Experience of dealing with complex cases	Application form
4. Experience of working within the Statutory Framework for Local Government	Application form
Knowledge	
5. Comprehensive knowledge of relevant and current social work legislation, Regulations and Practice guidance	Application form Interview Assessment
6. Knowledge of Children's Services safeguarding policies, procedures and practices	Application form Interview Assessment
7. Comprehensive knowledge of the Inspection framework	Application form Interview Assessment
Skills and abilities	
8. Ability to manage, appraise and supervise staff	Interview Assessment
9. Ability to manage and chair meetings	Interview Assessment
10. High level of communication skills, both written and oral	Interview Assessment
11. High level of negotiation skills	Interview Assessment
12. Ability to set targets and work within deadlines	Interview Assessment
13. Assessment skills	Interview Assessment
14. Ability to operate within a team structure and contribute to team and service development	Interview Assessment
15. Ability to give clear, constructive advice to team members regarding complex cases	Interview Assessment
Our values	
16. Respect	Interview Assessment
17. Together	Interview Assessment



18. Accountability	Interview Assessment
19. Openness	Interview Assessment
20. Curiosity	Interview Assessment
Other	
21. Ability to fulfil the travel requirements of the post	Application form
22. Ability to work flexibly to meet the needs of the service, including on occasion working outside normal office hours	Application form
23. An Enhanced DBS check is required	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

	Assessed through:
Experience	
24. Child protection experience	Application form
25. Experience of duty and assessment work within local authority	Application form
Knowledge	
26. Awareness of the role and contribution of partner agencies	Application form Interview Assessment

Approval

Manager's job title: Head of Locality and Strategy
Date: Updated June 2026

