

**DELEGATED POWERS REPORT NO.****SUBJECT: Restructure of the Leaving Care Service****Control sheet**

**All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to the Governance Service for publishing**

<b>All reports</b>		
1. Governance Service receive draft report	Name of GSO Date	Maria Lugangira 10/09/12
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Andrew Charlwood 21/11/12
3. Finance clearance obtained ( <i>report author to complete</i> )	Name of Fin. officer Date	Anisa Darr 12/09/12
4. Staff and other resources issues clearance obtained ( <i>report author to complete</i> )	Name of Res. officer Date	Rena Abraham 08/11/12
5. Strategic Procurement clearance obtained ( <i>report author to complete</i> )	Name of SPO Date	Lesley Meeks 12/09/12
6. Legal clearance obtained from ( <i>report author to complete</i> )	Name of Legal officer Date	Philippa Larbi 20/09/12
7. Policy & Partnerships clearance obtained ( <i>report author to complete</i> )	Name of P&P officer Date	Andrew Nathan 10/09/12
8. Equalities & Diversity clearance obtained ( <i>report author to complete</i> )	Name of officer Date	Andrew Nathan 10/09/12
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	Kate Kennally 22/11/12
10. Signed & dated report, scanned or hard copy received by Governance Service for publishing	Name of GSO Date	Andrew Charlwood 27/11/12
11. Report published by Governance Service to website	Name of GSO Date	Andrew Charlwood 27/11/12
12. Head of Service informed report is published	Name of GSO Date	Andrew Charlwood 27/11/12
13. Expiry of call-in period	Date	N/A
14. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO Date	

**ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)**

**Subject** **Restructure of the Leaving Care Service**  
**Officer taking decision** Kate Kennally, Director of Adult Social Care and Interim Director of Children’s Service

**Date of decision** 22 November 2012

<b>Summary</b>	This report authorises the implementation of the restructured Leaving Care Service staff establishment, as set out in appendix 1A, and the creation of one Targeted Youth Worker post in the Youth Support Service for six months as outlined in this report as of 1st September 2012.
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**Officer Contributors** Jo Pymont, Head of Children’s Social Care  
 Dionne Thomas, Service Manager Children in Care Service  
 Priscilla Kurewa, Team Manager, Leaving Care Service

**Status (public or exempt)** Public

**Wards affected** All

**Enclosures** Appendix 1a and b: Structure charts  
 Appendix 2: Job descriptions  
 Appendix 3: Summary of proposed new posts

**Reason for exemption from call-in (if appropriate)** N/A

Contact for further information: Dionne Thomas, Service Manager Children in Care Service, 020 8359 4078

Serial No. 1858
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## **1. RELEVANT PREVIOUS DECISIONS**

- 1.1 None

## **2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 2.1 The Leaving Care Service has been restructured to deliver services to meet statutory obligations and to improve outcomes for young people. This supports the Corporate Plan strategic objective to develop an efficient council with services designed to meet the changing needs of residents and to deliver better services with less money.
- 2.2 The restructure of the Leaving Care Service will enable more flexible service delivery which supports the Corporate Plan strategic objective to support residents to live healthy and independent lives.
- 2.3 The new Leaving Care Service structure provides greater alignment between the Leaving Care Service and the rest of Children's Social Care, in particular through the creation of principal practitioner posts. The effective delivery of Leaving Care Services supports the Corporate Plan strategic objective to safeguard vulnerable children and adults.

## **3. RISK MANAGEMENT ISSUES**

- 3.1 There is no risk of redundancies as there are sufficient posts in the new structure for all current permanent London Borough of Barnet Leaving Care Service staff members.
- 3.2 There are no financial risks related to the new structure as the cost of the new structure will be contained within existing budgets.
- 3.3 The new Leaving Care Service structure will be providing services to young people aged 18 years and above, rather than the current provision of services to young people aged 16 years and above. There will be a movement of social work posts to the Children in Care Service to manage the additional capacity of work which will accompany the transition of case holding responsibility to these teams for young people aged 16-18 years (please see 5.1 for further details).
- 3.4 I have considered whether the issues involved are likely to raise significant levels of public concern or give rise to policy considerations and they do not.

## **4. EQUALITIES AND DIVERSITY ISSUES**

- 4.1 Equality and diversity issues are a mandatory consideration in decision-making in the council pursuant to the Equality Act 2010. This means the council and all other organisations acting on its behalf must have due regard to the equality duties when exercising a public
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function. The broad purpose of this duty is to integrate considerations of equality and good relations into day to day business requiring equality considerations to be reflected into the design of policies and the delivery of services and for these to be kept under review.

- 4.2 The restructure of the Leaving Care Service will strengthen the delivery of services to young people leaving care and will support them to achieve good outcomes. The redesign of service delivery seeks to better meet the diverse needs of young people.
- 4.3 There are no redundancies resulting from the restructure and as such, it is not necessary for an internal Equalities Impact Assessment to be undertaken.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

### Finance & Staffing

- 5.1 The current Leaving Care Service staff establishment costs £828,030 including on costs. The new Leaving Care Service staff establishment will cost £754,130 including on costs. The job descriptions of posts in the new structure are attached at appendix 3A. The remaining budget of £73,900 will be transferred to the Children in Care Service to fund two social worker posts to manage the additional work that will accompany the additional transfer of work, as detailed in 3.3. The shortfall of £8,660 in funding for the social worker posts will be met from within existing overall Children's Social Care budgets.
- 5.2 A new Targeted Youth Worker post will be created in the Youth Support Service to work with young people in and leaving care. This post will be funded from the Leaving Care Service budget for a fixed term of six months, effective as of 1st September 2012. The budget provision for this post in 2012/13 is £30,000. The job description for the Targeted Youth Worker post is attached at appendix 3B. This post has a SCP of 32 to 35, which equates to £28,800 to £30,988 (£38,070 to £41,025 with on costs) for a full year.

### ICT and Property Implications

- 5.3 There are ongoing negotiations to enable the Leaving Care Service to be wholly based at Woodhouse Road which is a council asset. This is being dealt with separately and relevant approvals will be sought accordingly.

### Staffing Implications

- 5.4 Managing Organisational Change was followed in the process of applying necessary changes in staffing. The staff members were extensively consulted over these changes. The changes in staffing did not result in any redundancies or redeployments. All vacant posts will
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be advertised in accordance with the Council's Recruitment processes; however preference will be given to the existing Leaving Care Team Members to apply first.

Three original posts within the Leaving Care Team were deleted in the process of establishing new team structure in line with the expectations of the Social Work Practice Pilot. These were the Team Manager; Deputy Team Manager and Leaving Care Worker titles (please see Appendix 1A). Three new job titles were created and these are Business Unit Manager, Personal Advisor and Business Support and they have been evaluated in accordance with the Council's job evaluation scheme. The nature of the internal restructuring meant that some positions were to be re-allocated to worker via the process of assimilation, ringfencing or selected via interviews as shown below:

Post Numbers	Existing Job Title	No. of Posts	No. of Affected staff	Matching Proposals	Number of Proposed FTE
50025127	Team Manager	1.00	0	Vacant	2.00
50025136/50099820/ 50099851/50025137	Deputy Leaving Care Manager x 3	2.6	2	Ringfenced to Team Managers	0
50025348/50025135/ 50025140/tbc	Support Worker x 4	4.00	3	Ringfenced to Principal Practitioners	1.00
				Assimilated to Support Worker	6.00
50025141	Supporting Lodgings Officer	1.00	0	Ringenced to Personal Advisor	0
50025144	Participation and Implementation Officer	1.00	0	Vacant	0
50025133/50025134/ 50025129/50025130/ 50025131	Senior Practitioners x 5	5.00	5	Assimilated to Senior Practitioners	3.00
				Ringfenced to Principal Practitioners	2.00
50025143/50025128/ 50025132	Leaving Care Workers x 3	3.00	0	Assimilated to Personal Advisors	
50025138	Social Worker	1.00	1	Assimilated to Personal Advisors	
Total fte		18.6			14.00

## **6. LEGAL ISSUES**

- 6.1 The law requires that employers undertake organisational restructures fairly. In so doing, it requires that such proposals are subject to consultation with staff and with recognised trade unions for the requisite periods, that procedures to be applied for the selection for redundancy are objective, reasonable, fair and free of discrimination, and that employers make all reasonable effort to locate suitable alternative employment for those employees selected for redundancy.
- 6.2 A consultation process has been undertaken, as per the requirements. The consultation opened on 4<sup>th</sup> July 2012 and closed on 3<sup>rd</sup> August 2012 and achieved a high level of engagement with relevant staff and Trade Unions. Comments have been considered and incorporated into the final structure where appropriate.

## **7. CONSTITUTIONAL POWERS**

- 7.1 Constitution, Part 3 (Responsibility for Functions), Section 6.1 enables Chief Officers to take decisions without consultation with the Cabinet Member concerned if it is in respect of operational matters within the Chief Officers sphere of managerial or professional responsibility and is not significant in terms of budget or policy. Section 6.2 provides that Chief Officers may use whatever means they consider appropriate to discharge their functions including engaging and deploying staff. Section 6.3 (Explanatory Note) provides that Chief Officers have a number of powers in relation to staffing a managerial issues which they can exercise without prior consultation. For restructuring arrangements, delegated powers may be exercised without reference to the General Functions Committee if the restructure is deemed as minor where:
1. The restructure only has implications for the staffing and management under the control of the Chief Officer exercising the delegated powers.
  2. No compulsory redundancies will arise from the restructure.
  3. Only vacant posts and/or posts held by staff that have volunteered and have been accepted for redundancy are deleted.
  4. Changes in the designation of existing posts within the organisational structure are within budget.
  5. Any new posts created within the organisational structure are within budget.
  6. Temporary posts are created for up to a maximum of 2 years.
  7. Minor changes to contracts of employment (with no corporate implications) where all individuals affected by the changes are in agreement.
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8. The introduction of or change to existing local procedural arrangements.
9. Formal consultation has concluded with the staff affected and the trade unions and no notification of a failure to agree has been received.

Detailed information on all of points above are referred to in this report. Following publication of this report, the Chief Officer concerned will send a copy of the report to the Chairman of the General Functions Committee.

## **8. BACKGROUND INFORMATION**

- 8.1 The Leaving Care Service is moving into a Social Work Practice pilot, which is planned to 'go live' on 5<sup>th</sup> November 2012. Social Work Practice pilots enable a new way of providing social work services to children and young people. To ensure that the Leaving Care Service has the right model to deliver services to meet statutory obligations and to improve outcomes for young people, the staff establishment has been restructured, as set out in appendix 1A. This is being implemented in conjunction with HR and relevant Trade Unions. To strengthen support for young people in care and leaving care a Targeted Youth Worker post is being created in the Youth Support Service. This post will support young people to achieve educational aspirations and will specifically support those young people who are not in Education, Employment or Training (NEET). The post will be line managed by the Team Leader Youth Support Service, as set out in appendix 1B, but there will be a strong link to the Leaving Care Service through joint working.
  - 8.2 The restructure of the Leaving Care Service staff establishment coincides with a move for the service to provision of services to young people aged 18 years and above, rather than the current 16 years and above. The demarcation of this age group will allow the team to operate as a specialist service, develop their expertise within the Social Work Practice pilot and undertake activities without the restrictions of the majority of statutory social work. The young person's journey will be improved with a link through from Children in Care teams and an opportunity for 16 and 17 year olds to access Leaving Care Services even though the case will not be held by Leaving Care Service. The Leaving Care Service will be based wholly at Woodhouse Road for the duration of the pilot which will facilitate more joint working with the Targeted Youth Service, which has already begun demonstrating benefits.
  - 8.3 Education, employment, training, housing, health, budgeting, independent living arrangements, skills building and advocacy work are some of the areas the Social Work Practice pilot will be able to develop and expand to improve outcomes for young people 18+ years.
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Communication of the transition and implementation will be timely, open and transparent with all engaged staff and partners. There has been wide consultation with children and young people, through a survey to all children and young people in care and leaving care, consultation with the Role Model Army and through 'Speak Out Day' which was held on 10<sup>th</sup> August 2012. Consultation with young people will be ongoing up to and beyond the 'go live' date.

## **9. LIST OF BACKGROUND PAPERS**

9.1 None

## **10. OFFICER'S DECISION**

**I authorise the following actions:**

- i) the implementation of the restructured Leaving Care Service staff establishment, as set out in appendix 1A.**
- ii) the creation of one Targeted Youth Worker post in the Youth Support Service for six months as outlined in this report as of 1st September 2012.**

**Signed**

**Kate Kennally**

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**Director of Adult Social Care and Health /  
Interim Director of Children's Services**

**Date**

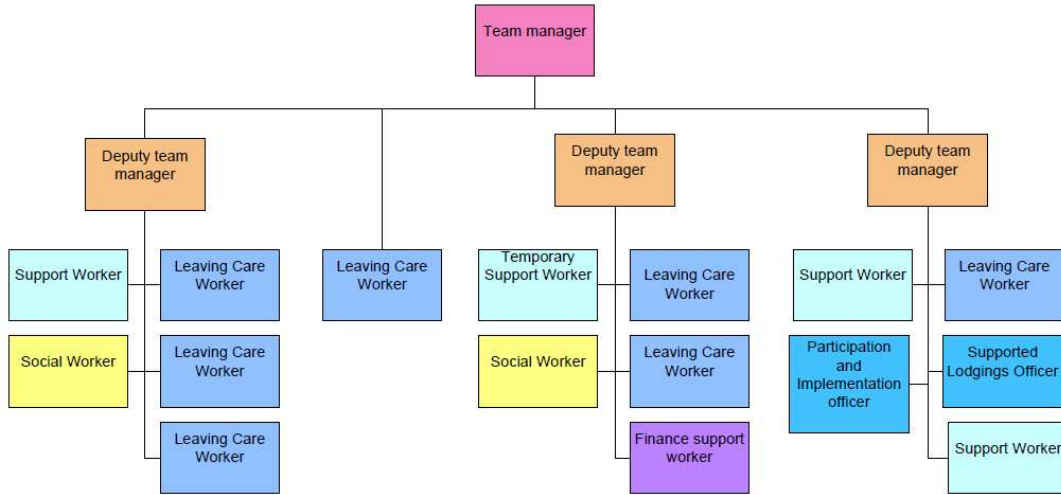
**22<sup>nd</sup> November 2012**

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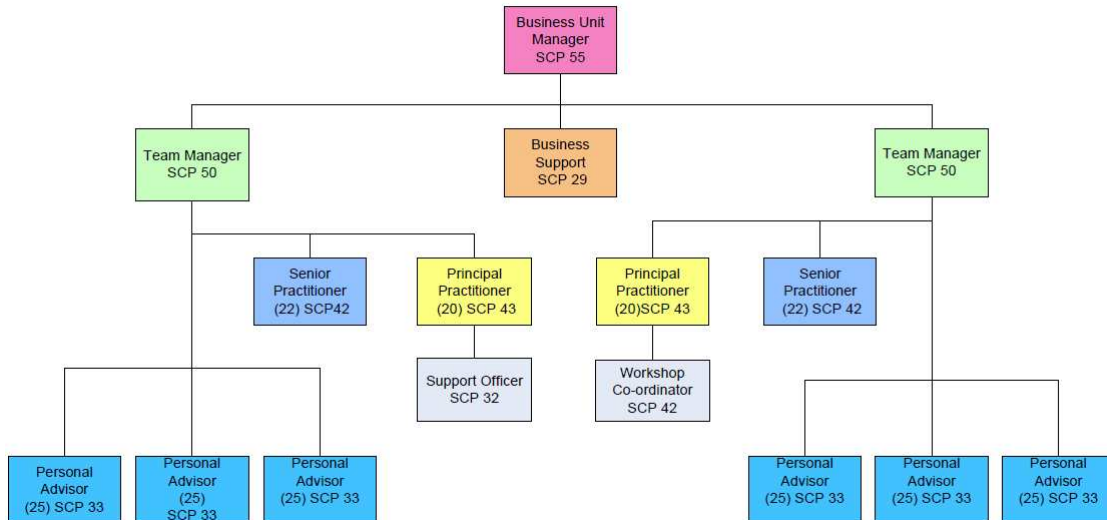


# APPENDIX 1A – Leaving Care Service Structure

## Current structure

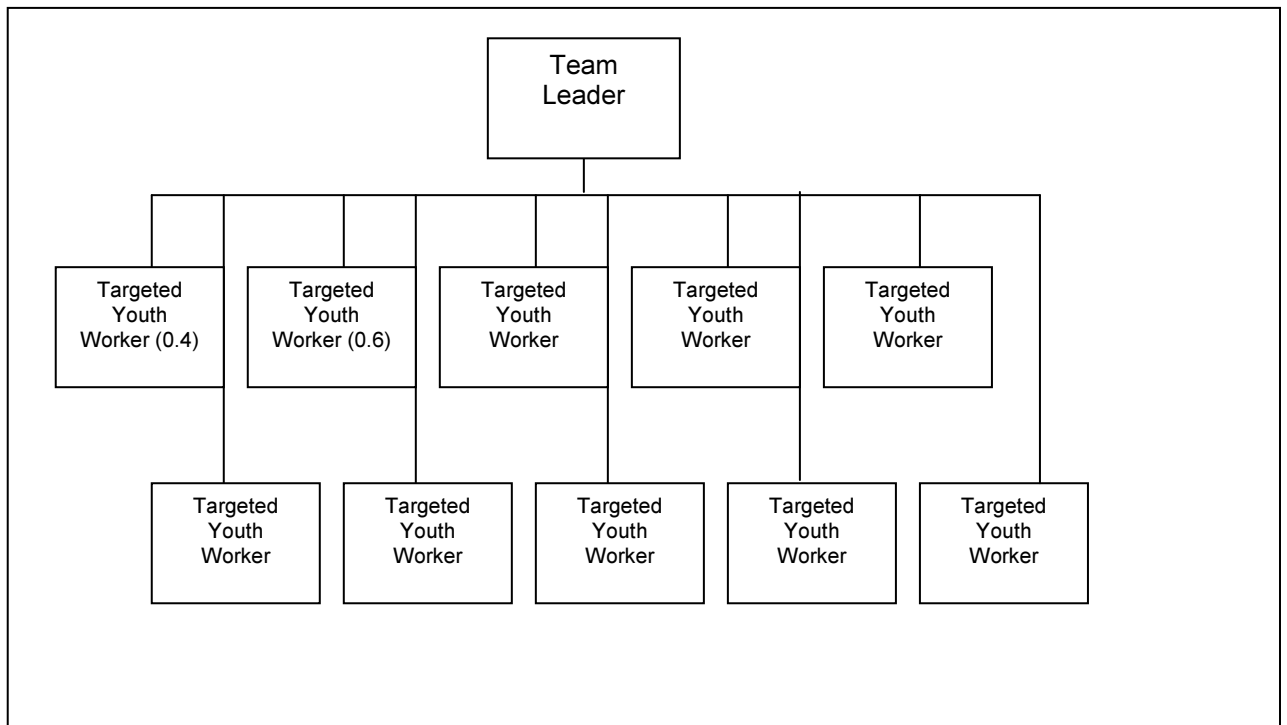


## Proposed Structure

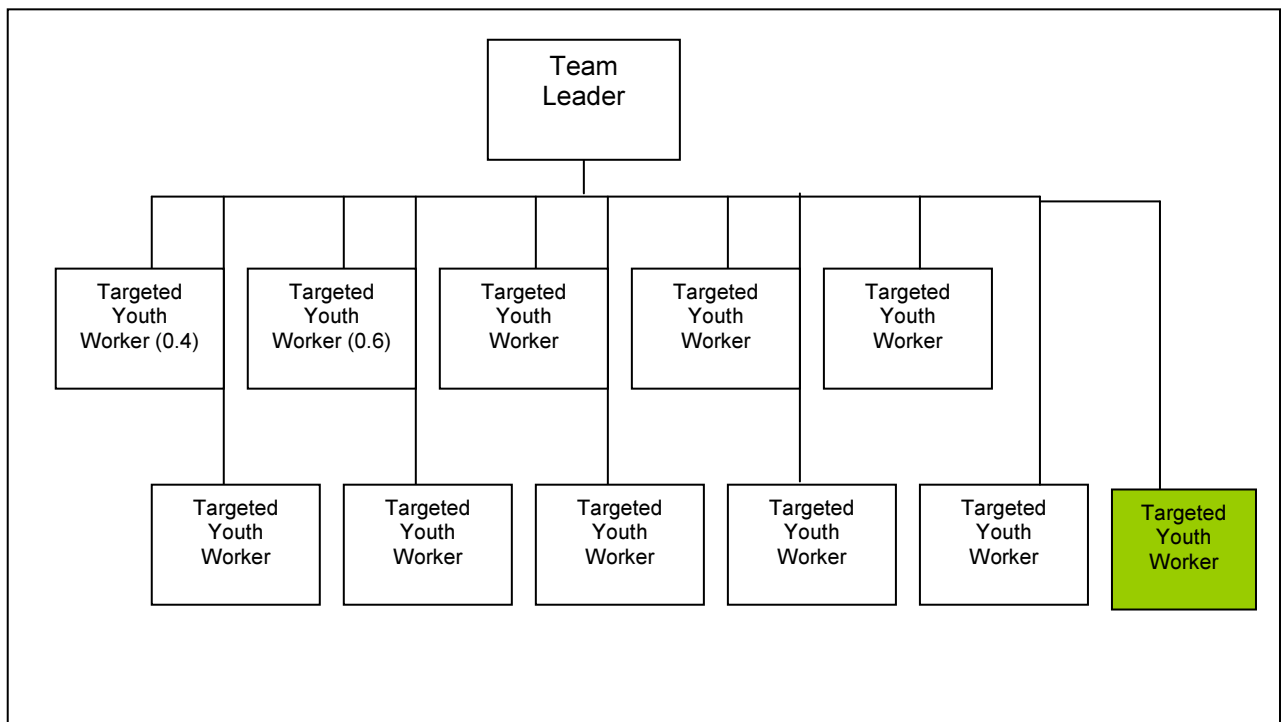


## APPENDIX 1B – Youth Support Service Structure

### Current structure



### Proposed Structure



## APPENDIX 2 – Summary of posts within the Proposed Leaving Care Service Structure

Job title	Post number	Grade	Hours
Business Unit Manager	50025127	55	36
Business Support	500 25144	29	36
Team Manager	50025136	50	36
Team Manager	50099820	50	36
Senior Practitioner	50025134	42	36
Senior Practitioner	50025130	42	36
Senior Practitioner	500 25131	42	36
Principal Practitioner	50025132	43	36
Principal Practitioner	50025143	43	36
Support Worker	50025141	32	36
Personal Advisor	50025348	33	36
Personal Advisor	50025135	33	36
Personal Advisor	50091948	33	36
Personal Advisor	500 25140	33	36
Personal Advisor	500 25129	33	36
Personal Advisor	50025138	33	36

### New posts

Job title	Grades	FTE
Business Manager	55-58	1
Team Manager	50-53	1
Personal Advisor	33-39	2
Business Support Officer	28-31	1
Targeted Youth Worker	32-35	1

## Deleted Posts

Job title	Grades	FTE
Deputy Team Manager	42-45	2.6
Supported Lodgings Officer	31-40	1
Participation and Implementation Officer	31-34	1
Support Worker	29-32	3

## Changed Posts

Old Job title	New Job Title	Old Grade	New Grade	FTE
Leaving Care Worker	Personal Advisor	33-42	33-39	3
Leaving Care Social Worker	Personal Advisor	33-42	39-42	1
Leaving Care Social Worker	Senior Social Worker	33-42	39-42	3
Leaving Care Social Worker	Principal Social Worker	33-42	39-42	2
Support Worker	Support Officer	29-32	29-32	1

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## APPENDIX 3A – Leaving Care Service Job descriptions

### JOB DESCRIPTION - Business Unit Manager

1.	<b>Service:</b>	<b>Children’s Service (Social Work Practice)</b>
	<b>Location:</b>	<b>Woodhouse Road</b>
	<b>Job Title:</b>	<b>Business Unit Manager</b>
	<b>Grade:</b>	<b>SCP 55 – 58</b>
	<b>Post No.:</b>	
	<b>Reports to:</b>	<b>Service Manager</b>

#### 2. Context and Purpose of the Job

The Business Unit Manager is an exciting role combining operational and strategic functions for the social work practice by managing the Team Managers who are the casework decision makers. The Business Unit Manager is responsible for managing and monitoring budgets within the service, reporting variations and taking remedial action where necessary. It is envisaged that this post would be a fixed term contract for a period of eighteen months.

The post-holder will assume the role of project lead for the social work practice, in the initial phase of the pilot. They will be responsible for developing and monitoring performance targets and evaluate the level of improvement in outcomes for young people and in addition to reviewing impact on staff working in the Practice. Furthermore, they will lead the review of the effectiveness of the social work practice and will be required to support staff to develop the requisite skills for them to be able to take responsibility for this aspect of the work of the social work practice in eighteen months time.

As a new role within a developing service, there will be scope for the successful applicant to make a real difference. Service development will also be a significant part of the role ensuring that organisational design of the social work practice and work processes enable best practice and good outcomes for young people leaving care.

#### 3. Accountable for:-

##### **Strategic development**

- Establish objectives for the service, short and long term. Develop plans for the social work practice, identify resources and mobilise staff at to meet those objectives.

- Develop and implement policies and procedures in response to statutory guidance, local policies and the needs of young people leaving care.

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- To ensure effective systems and process are in place to consistently meet key performance indicators and corporate priorities.

- Monitor and review progress of implementation of strategies/plans and provide reports as required.

- Implement effective performance management arrangements ensuring the achievement of strategies, objectives and business plans.

- Establish and maintain systems to collate, analyse and provide relevant statistical data and management information across the service

- Maintain a detailed working knowledge of legislative and statutory frameworks ensuring service delivery meets the associated requirements.

### **Leadership and Management**

- Provide leadership and manage the social work practice to ensure high quality service provision.

- To initiate and manage disciplinary and grievance investigations as Required and ensure complaints are dealt with within required timescales and act upon any recommended changes arising.

- Manage staff and performance using county council policies and procedures to address poor performance or conduct.

- Facilitate information exchange by establishing good communication mechanisms.

- Deputise for the Service Manager as required. This to include advising on high level complex and contentious issues which could potentially have profound implications for the Council.

### **Service Delivery**

- Be responsible for the delivery of social care services which safeguard young people leaving care.

- Manage the budget for the social work practice and ensure that systems for delegated financial authority are followed.

- Manage a delegated budget, approving spending within designated limits and financial regulations, promoting a culture of efficiency and value for money.

- To be responsible for projects within the social work practice as agreed by Service Manager ensuring they are delivered on time and on budget.

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- Ensure that staff within the service work purposefully with other agencies to promote positive outcomes for young people leaving care.
- To represent the service internally and externally
- To be responsible for commissioning services from other agencies and monitoring any contracts which exist or develop from commissioning activity.
- To manage own and support others' continuous professional development

#### **4. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values

To ensure that a high level of confidentiality is maintained in all aspects of work.

To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

#### **5. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

#### **6. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

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## JOB DESCRIPTION - Business Support Officer

1.	<b>Service:</b>	<b>Children's Service (Social Work Practice)</b>
	<b>Location:</b>	<b>Woodhouse Road</b>
	<b>Job Title:</b>	<b>Business Support Officer</b>
	<b>Grade:</b>	<b>SCP 28 – 31</b>
	<b>Post No.:</b>	
	<b>Reports to:</b>	<b>Business Manager</b>

### 3. Context and Purpose of the Job

To provide efficient and effective administrative support to the Social Work Practice, providing a high level of customer service, and ensuring that administrative processes are conducted in accordance with Council policy.

### 3. Accountable for:-

#### 3.1. Key Accountabilities Specific for This Post

- To provide a high level of customer service, pro-actively maintaining contact with young people and partner agencies, and ensuring that they are satisfied with the service received.
  - Provide administrative support to ensure the Social Work Practice's aims are met and deadlines are achieved. This includes arranging meetings, booking facilities, organising speakers/trainers, drafting agendas, collation of agenda papers, minute taking and distribution. Arranging and running various network meetings including preparation of information, training materials and presentations.
  - Raising and processing orders and invoices, monitoring the progress of same through to completion, and investigating discrepancies.
  - Liaising with suppliers and contractors regarding goods and services, obtaining quotations as necessary, including managing bills at Woodhouse Road.
  - Processing overtime and expense claims for workers, identifying and discrepancies to the Business Unit Manager.
  - To create and maintain office spreadsheets and databases, entering data as required, and assisting with the production of charts, graphs and statistics for financial and other purposes.
  - Maintaining the Social Work Practice filing system and retrieving information as required, including liaising with the relevant department over the storage and retrieval of archived material.
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- Issuing and maintaining stationery supplies and Parking Vouchers at Woodhouse Road, monitoring stock levels, and re-ordering as necessary.
- Assisting with maintaining absence and sickness records, ensuring a high level of confidentiality at all times.
- Administration and data entry for surveys, mini surveys, collating responses, preparing and circulating reports. Liaising with external agencies and young people to seek information as required.
- Attend seminars, events and meetings as required to provide administrative support to Business Unit Manager and workers where needed.

**3.2. Financial And Asset Responsibilities**

None

**3.3. Staff Responsibilities**

None

**3.4. Other**

None

**4. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values

To ensure that a high level of confidentiality is maintained in all aspects of work.

To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

**5. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

**6. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

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## JOB DESCRIPTION - Team Manager

1.	<b>Service:</b>	<b>Children's Service (Social Work Practice)</b>
	<b>Location:</b>	<b>Woodhouse Road</b>
	<b>Job Title:</b>	<b>Team Manager</b>
	<b>Grade:</b>	<b>SCP 50 - 53</b>
	<b>Post No.:</b>	
	<b>Reports to:</b>	<b>Business Unit Manager</b>

#### 4. Context and Purpose of the Job

- To be responsible to a Business Unit Manager for the effective management of the Social Work Practice, and the provision of a professional, child centred service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures.

- To ensure that services are delivered in partnership with all key stakeholders so that children and young persons' assessed needs are met on a planned, holistic basis within a family setting whenever this is consistent with their best interests.

- To deal with complex issues creatively and effectively in order to develop a responsive and effective service for users, delivered within designated budgets.

- To develop specialist knowledge in the field for which the post carries management responsibility, acting as a resource to both peers and more senior colleagues.

#### 3. Accountable for:- Key Accountabilities

- To be responsible for receiving, assessing, allocating, reviewing and closing cases. To keep abreast of developments in all the cases covered by the Social Work Practice.

- To assess the level of risk and/or service to be offered to users, ensuring that the highest priority work is allocated and that the safety and wellbeing of the child is secured. This includes making decisions about the immediate safety of children and young people at risk of significant harm.

- To think creatively and imaginatively in order to solve complex professional problems concerning individual children, their families and other carers.

- To develop and maintain effective working relationships with relevant statutory and independent sector agencies e.g. teachers, doctors,

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psychiatrists, health visitors, police officers, requiring the capacity to advice and influence as appropriate.

- To chair or participate in reviews and meetings attended by users as well as by colleagues and representatives of other agencies, as above. Also to represent both the Safeguarding Division and the wider Children's Service at meetings both within and outside the Council.

- To provide information, including written reports, to ensure effective service delivery and to influence strategy development

- To take lead responsibility for the development and ongoing implementation of children and young people's plans within the relevant service area.

- To commission services for children, their families and across the Division as needed, and in accordance with the relevant schedules of delegated authority

- To co-ordinate and manage care proceedings as required, ensuring that reports and statements are produced to a satisfactory standard and within the agreed deadlines, instructing Counsel and Council solicitors as appropriate and representing the council in court.

- To investigate and prepare replies to Freedom of Information requests and Members' enquiries, and to deal with complaints according to corporate procedures.

- To provide a responsive service to emergency situations ensuring the safety and well being of the child. This may involve working outside core hours and being available for discussion, advice and decision making.

- To secure good outcomes for children and young people and the most efficient use of the council's resources.

- To maximise the participation of children, their families and other carers in service and care planning

- To promote the role of the council as corporate parent.

- To promote equality of opportunity for users in accessing the services provided.

### **Staff**

- To act as line manager for specified staff, exercising all those powers and duties delegated under Standing Orders and procedures. This includes being responsible for the appointment and deployment of staff, agreeing staff leave, ensuring necessary duty cover as well as the management of issues of poor performance.

- To develop staff to achieve their full potential through the provision of induction, regular and effective supervision, appraisal, training and

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professional development opportunities, in accordance with the council's / service's supervision and appraisal policy

- To effectively manage all aspects of practice within a context of the development, monitoring and review of realistic performance objectives and targets.
- To ensure equality of opportunity for all employees within a culture of fairness, respect and mutual support.
- To build the team, ensure effective working relationships and create a positive employee relations climate in liaison with human resources colleagues and relevant trade union officials.
- To ensure that staff managed establish and maintain appropriate professional boundaries with colleagues and service users.
- To promote a culture of staff care within the context of health and safety legislation, policy and guidance, ensuring that robust risk assessments are carried out and implemented within all areas of practice.
- To ensure compliance with GSCC codes of practice for employers and employees working in social care.

### **Finance**

- To plan, control and monitor all income and expenditure within the terms of the budget holding responsibilities of this post and promote a culture of value for money.
- To manage delegated budgets on a strictly cash limited basis, identifying and reporting emergent budget pressures.
- To ensure that the authorisation, monitoring and control of expenditure is within the Council's regulations and delegated authority.
- To monitor and review services and goods purchased in order to ensure that they meet the appropriate standards, are value for money and adhere to financial regulation.
- To ensure all financial transactions are fully recorded and accounted for.

### **Information**

- To develop and manage systems, which improve service delivery, including gathering and analysing statistical information in order to facilitate effective managerial decision making.
  - To ensure that staff use the appropriate recording systems and keep all records accurate and up to date, taking appropriate steps to maintain a satisfactory level of security and confidentiality.
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- To keep abreast of new legislation, guidance and regulations relating to the service area, acting as a specialist for the Division as required.
- To make full and proper use of electronic systems in order to carry out the management functions of the post effectively.

#### **4. General**

- To take part in working groups to deal with specific issues or tasks as requested.
- To assist in the development of policies, procedures and working practices at local, divisional and inter-agency levels.
- To co-ordinate and manage team and service area meetings.
- To assist the Business Unit Manager to discharge the overall management functions of the Social Work Practice, and to participate effectively as a member of the service area management team.
- To assist the Business Unit Manager to develop and implement a strategy for the Social Work Practice.

#### **5. Promotion Of Corporate Values**

- To ensure that sharp customer care focus is maintained to the agreed standards according to the council's values, policies and guidance.
  - To ensure that a high level of Caldicott compliant confidentiality is maintained in all aspects of work, whilst facilitating the storing of information, as necessary, to promote children's safety and well-being
  - To encourage and develop optimum performance from staff and underline the corporate approach to customer needs, as reflected in the council's structure and style.
  - To ensure that the council is appropriately represented to a high professional standard and its values upheld in public arenas, eg court.
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## **6. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

The post holder may be required to move between teams in accordance with the exigencies of the service.

## **7. The Council's Commitment To Equality**

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

## **8. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

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## Job Description - Principal Practitioner

<b>Job Title</b>	Principal Practitioner
<b>Barnet Band and scale range</b>	<b>Social Work Grade – Principal Practitioner (SCP 42-45)</b>
<b>Reports to</b>	<b>Team manager</b>
<b>Service area</b>	<b>Social Work Practice</b>
<b>Reference Number</b>	
<b>Number of staff responsible for</b>	<b>0</b>

The Future Shape of the Council is Barnet's programme to redesign the council in order to meet increasing local and national challenges and opportunities, implementing any agreed changes.

### **Purpose of Job:**

To provide a high standard of social work and services to users arising out of the Council's duties and powers under legislation and in accordance with divisional and area policy, procedures, guidelines and the Code of Practice for Social Care Workers.

### **3. Accountable for: -**

#### **3.1 Key Accountabilities Specific for this post:-**

The following will be undertaken in accordance with relevant statutes, guidance, regulations, policies and procedures.

#### **Case management**

- To hold ongoing key-worker responsibility for a caseload of children and young people who are looked after by the Council aged 18+ and Leaving Care.
  - To undertake assessments and to recommend to their team manager the appropriate level of intervention and of service provision.
  - To work creatively and to produce care plans and Pathway Plans for young people Leaving care.
  - To implement and review these Pathway plans.
  - To advise the team manager on a regular basis of proposed casework plans and developments and to seek authorisation in line with divisional delegated powers.
  - To keep case records up to date, provide reports and carry out other administrative duties as required.
  - To take appropriate steps to maintain a satisfactory level of security and confidentiality of all records.
  - To negotiate solutions with colleagues and other professionals, e.g. teachers, doctors, psychiatrists, health visitors, police officers, carers, relatives.
  - To chair or participate in reviews and meetings attended by users as well as by colleagues and representatives of other agencies, e.g. health, education, probation, police.
  - To develop and maintain effective working relationships at an operational level with relevant statutory and independent sector agencies as stated above.
  - To continually reassess cases in relation to risk and refer to the team manager as appropriate
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- To inform the team manager when they consider care proceedings may need to be initiated.
- To produce court reports of a satisfactory standard and within agreed deadlines as requested by their team manager.
- To represent the council at court as required by team manager and to instruct Counsel and Council solicitors as appropriate. To give evidence as required in both public and private proceedings.
- To liaise with guardians ad litem.
- To attend conferences with counsel as necessary.
- To promote equality of opportunity for users in accessing the services provided.
- To actively encourage user participating where appropriate in the delivery, monitoring and evaluation of the service.
- To present information to the Resources Panel and make appropriate recommendations regarding the use of resources.

### **People**

- To work as a member of a team and to provide day-to-day cover for the cases for which that team is responsible.
- To contribute to the operation of the duty system as requested by any manager.
- To observe Health and Safety policies/legislation.
- To be supervised and appraised by their team manager.
- To participate in any training and professional development as requested by the team manager.
- To support any new or more junior members of the team as required

### **Information**

- To keep abreast of new legislation, guidance and regulations.
- To use computer systems, as required, to ensure their full and proper use and to undertake such training as may be required.
- To be competent in the use of the ICS (Integrated Computer System).

### **Financial and Asset Responsibilities:-**

- To work at all times within the Council's financial regulations and the service's delegated powers.
- To ensure all financial transactions are fully written up and accounted for.
- Understand the budgetary framework to ensure that the service delivers value for money at all times.

### **3.2 Staff Responsibilities:-**

The Principal Practitioner post holder may be required to supervise junior staff.

### **3.3 Other**

- To take part in cross-organisational and function groups to deal with specific issues or tasks as requested.
  - To assist in the development of policies, procedures and working practices at local, divisional and inter-agency levels.
  - To participate effectively in team and area meetings.
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- To undertake other responsibilities such as practice teaching as agreed with their team manager.
- **The Principal Practitioner** postholder must demonstrate three or more of the following skills, which they will be expected to practice on a regular basis:-
  - Accredited practice teaching
  - An area of specialist knowledge in order to act as a consultant
  - Providing training in the area of expertise
  - Representing the department in the absence of the Team Manager
  - Supporting junior staff in complex meetings and court proceedings
  - Inducting and mentoring junior staff
  - Chairing and minuting meetings, other than strategy meetings.

#### **4. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values

To ensure that a high level of confidentiality is maintained in all aspects of work.

To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

To assist the Team Manager in responding promptly to complaints.

#### **5. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

In addition, the post holder may be required to move to another team in order to enhance service delivery.

#### **6. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

## **JOB DESCRIPTION - Senior Practitioner**

<b>1.</b>	<b>Service:</b>	<b>Children's Service (Social Work Practice)</b>
	<b>Location:</b>	<b>Woodhouse Road</b>
	<b>Job Title:</b>	<b>Senior Practitioner</b>
	<b>Grade:</b>	<b>SCP 39 - 42</b>
	<b>Post No.:</b>	
	<b>Reports to:</b>	<b>Team Manager</b>

### **2. Context and Purpose of Job**

To provide a high standard of social work and services to users arising out of the Council's duties and powers under legislation and in accordance with divisional and area policy, procedures, guidelines and the Code of Practice for Social Care Workers.

It is anticipated that each senior practitioner will assume lead responsibility for a designated aspect of the Social Work Practice such as Life Skills Coordination, Housing, Health, Transitions, Drop In Service, Education, NEETs and UASC.

### **3. Accountable for:-**

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### **3.2. Key Accountabilities Specific for This Post**

#### **Case management**

- To hold ongoing key-worker responsibility for a caseload of young people leaving care who are 18+.
  - To undertake assessments and complete Pathway Plans and to recommend to the team manager the appropriate level of intervention and of service provision.
  - To work creatively and to produce Pathway Plans for young people leaving care who are 18+.
  - To implement and review Pathway Plans.
  - To advise the team manager on a regular basis of proposed Pathway Plans and developments and to seek authorisation in line with divisional delegated powers.
  - To keep case records up to date, provide reports and carry out other administrative duties as required.
  - To take appropriate steps to maintain a satisfactory level of security and confidentiality of all records.
  - To negotiate solutions with colleagues and other professionals, e.g. housing officers, immigration officers, health professionals, employers, teachers, doctors, probation officers, psychiatrists, health visitors, police officers, carers, relatives.
  - To chair or participate in reviews and meetings attended by young people as well as by colleagues and representatives of other agencies, e.g. health, education, probation, police.
  - To develop and maintain effective working relationships at an operational level with relevant statutory and independent sector agencies as stated above.
  - To continually reassess cases in relation to risk and refer to the team manager as appropriate
  - To inform the team manager when they consider legal advice needs to be sought.
  - To produce court reports of a satisfactory standard and within agreed deadlines as requested by their team manager.
  - To represent the council at court as required by team manager and to instruct Counsel and Council solicitors as appropriate. To give evidence as required in both public and private proceedings.
  - To promote equality of opportunity for users in accessing the services provided.
  - To actively encourage user participating where appropriate in the delivery,
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monitoring and evaluation of the service.

– To present information to the Resources Panel and make appropriate recommendations regarding the use of resources.

### **People**

– To work as a member of the Social Worker Practice and to provide day-to-day cover for the cases for which the Practice is responsible.

– To contribute to the operation of the duty system as requested by any manager.

- To observe Health and Safety policies/legislation.

– To be supervised and appraised by the team manager.

– To participate in any training and professional development as requested by the team manager.

– To support any new or more junior members of the team as required

### **Information**

– To keep abreast of new legislation, guidance and regulations.

– To use computer systems, as required, to ensure their full and proper use and to undertake such training as may be required.

– To be competent in the use of the ICS (Integrated Computer System).

### **Financial and Asset Responsibilities:-**

– To work at all times within the Council's financial regulations and the service's delegated powers.

– To ensure all financial transactions are fully written up and accounted for.

– Understand the budgetary framework to ensure that the service delivers value for money at all times.

### **Other**

– To take part in cross-organisational and function groups to deal with specific issues or tasks as requested.

– To assist in the development of policies, procedures and working practices at local, divisional and inter-agency levels.

– To participate effectively in team and area meetings.

– To undertake other responsibilities such as practice teaching as agreed with the team manager.

### **Flexibility**

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– Work with a degree of flexibility required to perform work not specifically referred to above, although falling within scope of the post at the appropriate grade.

### **Promotion of Corporate Values**

– To ensure that customer care is maintained to the agreed standards according to the council's values

– To ensure that a high level of confidentiality is maintained in all aspects of work.

– To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

– To assist the Team Manager in responding promptly to complaints.

### **Council's Commitment to Equalities**

– Deliver on the council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services the council delivers.

## JOB DESCRIPTION - Support Worker

<b>Service:</b>	<b>Children and Families (Social Work Practice)</b>
<b>Location:</b>	<b>34 – 36 Woodhouse Road, London</b>
<b>Job Title:</b>	<b>Support Worker</b>
<b>Grade:</b>	<b>SCP 29 - 32</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Team Manager</b>

### Context and purpose of the job

- 1.1 Provision of support and services to young people aged 18+ who are eligible for leaving care services under the Children (Leaving Care) Act 2000 and the provision of after care support up to the age of 21 and beyond should the young person be in education.
- 1.2 To support young people in all practical aspects of their lives.
- 1.3 Liaising with other professionals and agencies to ensure the best interests of service users are met at all times
- 1.4 You will be part of the team that provides a high standard of care to service users

### Accountable for:

- 2.1 Non-case management responsibilities which includes direct work with young people aged 18 –21 eligible for care leaving services who are in either independent or semi-independent accommodation.
  - 2.2 To assist with the development of practical independence skills using a task centred approach
  - 2.3 To assist young people to make applications for welfare benefits
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- 2.4 Actively involving the young people taking account of their emotional, physical, cultural and other identified needs.
  - 2.5 To liaise with allocated workers.
  - 2.6 To identify and co-ordinate networks of support for young people.
  - 2.7. Establishing formal and informal networks with colleagues in other departments and agencies working with young people who are leaving or have left care.
  - 2.8 To contribute to reviews and pathway plans of young people
  - 2.9 To attend and participate in LAR's
  - 2.10 To view new properties with young people and ensure that assist with all the relevant documentation and viewings
  - 2.11 Representing the views of the Social Work Practice in a wide variety of forums and meetings
  - 2.12 To accompany young people to job interviews, Court, Immigration hearings, Connexions appointments and other relevant appointments
  - 2.12 To assist with office duty cover.
  - 2.13 Liaising with carers and other professionals
  - 2.14 To be responsible for maintaining accurate and up to date case files and records on allocated cases and carry out other administrative duties as required.
  - 2.15 To contribute to reports relating to young people.
  - 2.16 To ensure that all Council Policies and Procedures relating to Children and Families are carried out.
  - 2.17 To ensure that the rights and dignity of service users are respected at all times.
  - 2.18 To participate in supervision and actively take responsibility for self-development and training.
  - 2.19 To take responsibility for assisting with operational management by attending tenants meetings, and participating in the referral process to the service and supported housing provisions.
  - 2.20 Reporting to the line manager any changes of circumstances affecting or likely to affect the wellbeing or safety of a young person.
  - 2.21 To follow Health and Safety guidelines applicable to working in domestic premises.
  - 2.22 To ensure that the Council's Equal Opportunities and Access to Service Policies are upheld at all times.
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- 2.23 To participate in the agreed risk assessment procedure to ensure that the safety and welfare of workers and young people are taken account at all times.

### **Financial and Asset Responsibilities**

- 3.1 To assist young people in setting up home and appropriately making use of the funds available.

### **Promotion of Corporate Values**

- 4.1 To ensure that customer care is maintained to the agreed standards according to the council's values
- 4.2 To ensure that a high level of confidentiality is maintained in all aspects of work.
- 4.3 To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the councils' structure and style.

### **Flexibility**

- 5.1 In order to deliver service effectively a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above, such as duties however will fall within the scope of the post at this grade.

### **The councils commitment to equality**

- 6.1 To deliver the council's commitment to equality of opportunity both in the provision of services and as an employee. All staff are expected to promote equality in the work place and in the services the council delivers.
- 6.2 To demonstrate awareness and knowledge relating to equal opportunities service issues and to respond constructively to discriminatory or abusive behaviour, particularly directed towards anyone in the setting, either young person or staff member.
- 6.3 To raise awareness and understanding of groups who may be disadvantaged. To work to ensure that no current or potential client group or individual is disadvantaged in any way. This includes actively developing the knowledge and skills required to work effectively with refugees and asylum seekers.
- 6.4 To understand and implement service policies and guidelines on equal access issues.

### **JOB DESCRIPTION - Personal Advisor**

1.	<b>Service:</b>	<b>Children's Service (Social Work Practice)</b>
	<b>Location:</b>	<b>Woodhouse Road</b>

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<b>Job Title:</b>	<b>Personal Advisor</b>
<b>Grade:</b>	<b>SCP 33 – 36 (Level 1) SCP 37 – 39 (Level 2)</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Team Manager</b>

## 2. Context and Purpose of the Job

To hold an allocated caseload and be responsible for the provision of direct services to children, young people leaving care. Personal Advisors will be responsible for delivering high quality practice in all allocated cases to improve outcomes for young people 18+; and ensure a multiagency approach to supporting vulnerable young people by working to national legislation, policy and guidance within London Borough of Barnet procedures and team/service plan objectives and standards. To be responsible for recording all activity on ICS accurately and in a timely fashion so that departmental records are consistently correct, all activity can be properly accounted for.

Carrying out assessments of need and providing practical and supportive services based on those assessments. To provide individual personal support and advocacy to young people based on an assessment of their learning and personal development needs and the negotiation and agreement of learning and personal development plans and Pathway Plans and referral to specialist agencies.

The six key roles of a PA are to:

- engage with young people to identify and address their needs, complete Pathway Plans, offering information, advice, guidance and support on learning and career options and personal development opportunities, with a view to raising the aspirations of each young person;
- work with and support education and training organisations and employers in meeting the needs of young people;
- work with a network of voluntary, statutory and community agencies, and commercial bodies to ensure a coherent approach to support for the young person;
- work with parents, carers and families to support young people in accessing learning and other personal development opportunities;
- manage information effectively to facilitate the process of meeting the needs of young people;
- review and reflect upon their individual professional practice to achieve continuous improvement.

To undertake these duties within agreed service objectives, policies and procedures including the Council's Equal Opportunities Policy.

## 3. Accountable for:-

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## **Key Accountabilities Specific for This Post**

1. Provide structured and individual support to young people using the Pathway Planning process to create an individual plan with agreed personal development targets.
2. For Level 1 Personal Advisor, the ability to undertake Age Assessments and Human Rights Assessment is essential.
3. Actively engage young people in decision making about their future choices and enable their development into effective adults by providing impartial support, advice and guidance.
4. Identifying the appropriate manner in which to communicate with young people, and their parents and carers, specifically where special needs have been identified and traditional communication methods are unsuitable
5. Work within a diverse range of formal and informal settings to accept referrals of young people in need of substantial personal development and learning support.
6. Manage a caseload of young people, regularly review their progress and assess the level of support required through regular review of pathway Plans.
7. Work with parents, carers and families to ensure that they are appropriately engaged in the support process.
8. Develop a thorough understanding of available local provision and make appropriate referrals. Respect professional boundaries within specialist support services while putting the young person's needs first, monitor and track their progress providing additional support as necessary.
9. Act as an advocate on behalf of young people and support them in their interaction with learning and social support agencies.
10. Develop areas of expertise with respect to particular young people's needs or circumstances as appropriate.
11. Identify needs and help provide and inform the provision of imaginative learning programmes aimed at those not engaged in learning.
12. To be available for supervision and appraisal by the relevant line manager in order to assess the progress of work, make decisions about the management of cases, plan future activity and provide information about work undertaken.
13. To undertake any other duties deemed appropriate for the role.

## **Financial And Asset Responsibilities**

None

## **Staff Responsibilities**

None

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**Other**  
None

#### **4. Promotion Of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values

To ensure that a high level of confidentiality is maintained in all aspects of work.

To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

#### **5. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

#### **6. The Council's Commitment To Equality**

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

### **APPENDIX 3B – Youth Support Service Job description**

#### **JOB DESCRIPTION - Targeted Youth Worker**

<b>Service:</b>	<b>Youth Support Service – Children's Service</b>
<b>Location:</b>	<b>Woodhouse Road / Flexible</b>
<b>Job Title:</b>	<b>Targeted Youth Worker</b>
<b>Grade:</b>	<b>32 - 35</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Team Leader, Youth Support Service</b>

#### **Purpose of Job:**

1. To establish contact and build sustainable working relationships with young people at risk of social and educational exclusion, ensuring the personal and social education needs of young people are identified and met.
  2. To provide individualised personal support, advice and advocacy to young people and families based on an assessment of their needs, referring appropriately to specialist agencies.
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3. To work with partners to reduce NEET young people and where necessary initiate legal proceedings under the Education Act 1996/2000.
4. To work in a multi-disciplinary framework with key partners, including the statutory and voluntary sector, in identifying and responding to young people's needs.
5. To work with partners to reduce offending and first time entrants into the criminal justice system.

Delivered through:

- engagement with young people on an individual and/or group basis as relevant, to identify, assess and address their needs;
- work with partners from voluntary, statutory and community agencies, and commercial bodies to ensure a coherent approach to support for the targeted young people and their families, particularly those in transition;
- work with parents, carers and families to support young people, targeting those at risk of social and educational exclusion and offending behaviour;

### **Specific Duties:**

12. Target young people at greatest risk of social and educational exclusion including young offenders, care leavers, young parents, homeless young people, NEETs, LDD clients and drug and alcohol misuse;
  13. Manage a caseload of young people, regularly review their progress and assess the level of support required;
  14. Assess need and provide structured and individual support to young people using the appropriate assessment and planning tools, such the Common Assessment Framework (CAF) and ONSET, to create an individual plan with agreed personal development targets;
  15. Plan, implement, record, monitor, evaluate and evidence individual group and project work sessions that builds on existing protective factors and reduces the risk of social exclusion, offending and school exclusion;
  16. Actively engage young people in making well-informed and realistic decisions about their future learning, the consequences of their actions and career choices and enable their development into effective adults;
  17. Work with parents, carers and families to ensure that they are appropriately engaged in the support process and they know how information, advice and guidance, preventing offending and social exclusion services can be accessed to provide support and direction for their children;
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18. Communicate with young people and their parents and carers and, specifically where special needs and LDD have been identified, engage with and seek support from specialist agencies where required;
19. With support from a team leader or court officer, initiate and carry through legal proceedings
  - a. under the Education Act 1996/2000 against parents/carers who fail to ensure that their children's regular attendance at school, and/or
  - b. apply to Family Proceedings Court under the Children Act 1989 for Education Supervision Orders for children who are failing to attend school regularly;
20. Take responsibility for promoting and safeguarding the welfare of children and young people in line with procedures;
21. Carry out home visits where children have been missing for 10 school days with a focus on safeguarding;
22. Maintain up to date and accurate electronic records and provide reports on caseload/clients as and when required;
23. Undertake assessments and deliver interventions in relation to crime prevention triage and final warning cases to reduce the risk of offending and risk of harm;
24. Receive referrals from colleagues and a range of partners, including TYS, MAGs and schools, for direct work with young people and families;
25. Make and maintain regular contact with young people through appropriate forms of communication to ensure there is tracking of destinations and E2E status and take appropriate action to help remove the barriers to education, employment and training.
26. Represent and promote the service in community forums and multi-agency groups where appropriate.

### **General Duties**

1. Ensure that the policies and procedures of the council are followed, and that the service is always delivered in accordance with professional standards, council policy and practice and the relevant statutory frameworks.
  2. Monitor and evaluate the effectiveness of the service provided and contribute to the development of service improvements through participation and involvement in local and central team meetings, supervision, training, conferences and other forums.
  3. Work flexibly and respond positively to changing business needs and carry out any other duties within the scope of the nature and grade of the post, as directed by your line manager.
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4. With the Team Leader take responsibility for your own professional development which will involve participation and attendance in supervision, observation of practice, peer observation, training and other events.

### **Staff Support**

1. Liaise and work closely with other partner agencies as appropriate in order to meet service needs.
2. Contribute to and enable all staff to operate as a team both within the setting and the wider Children's Service.

### **Commitment to Equality**

1. Deliver the council's commitment to equality of opportunity through actively promoting equality and diversity in the work place and in the services delivered.
2. Ensure that the needs of all young people are met, sensitive to gender, race, disability, creed, belief and sexual orientation. Celebrate diversity and challenge stereotyping, prejudice and unlawful discrimination in the delivery of the service.

### **Health and Safety**

1. Take personal responsibility for ensuring the safety of oneself and the young people through ensuring full compliance with the school's, the setting's and the Council's Health and Safety policies and practice.
  2. Ensure the safe and efficient delivery of service by achieving high standards of health and safety and applying sound risk management practices.
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