



Job Description

Job Title:	Deputy Team Manager
Accountable to:	Head of Adoption
Salary:	Spinal point 36-37 £44,046 - £45,120 (Full time equivalent)
Hours:	30 hours/week
Contract:	18-month fixed term contract
Location:	CCS Office Bristol, in accordance with the CCS hybrid working policy.

The purpose of this new role is to be an integral member of the growing Social Work Service. Managing social workers who work from recruitment through to adoption support, whilst also holding a small caseload. The candidate will ideally have had some experience of supervising staff/students, supporting staff development, and enabling them to achieve the best outcomes for adopted children. The post-holder will be supervised by the Head of Adoption and work closely with the Post-Adoption Support Manager. This role is being created to manage the growing staff team and the potential expansion of CCS Adoption Services into new geographical areas.

Responsibilities include:

- To manage social workers (either employed or ISW), and potentially non-qualified staff such as Adoption Advisors and Social Work Assistants. Recruit, induct, supervise, appraise, and support them to provide a range of adoption services to families.
- To assist in managing the workflow through the team, ensuring work is allocated and supervised, to provide an effective, efficient, and timely service.
- The Deputy Team Manager will also hold some social work cases which may include assessments, family finding, placement support, post order support.
- To provide management support to social workers which includes but not limited to chairing stage 1 reviews, matching risk assessment meetings, QA PAR's and supporting them with complex cases.
- The Deputy Team Manager will also present at information events, support training, and deputise for the Head of Adoption if needed.
- The Deputy Team Manager will be supported to learn the role of panel advisor, observe the panel advisor role, and may be required to be the panel advisor for CCS adoption panel on occasion.
- To support this team to work collaboratively with all CCS Post-Adoption Support services, sign posting to groups, workshops, services, and courses run through The Centre and the Therapeutic Team.
- To collaborate with staff within the Social Work Service, The Centre and Therapy Team on new projects or services as required. To assist or lead in the delivery of new elements of adoption services.

- To deliver regular, robust, and reflective supervision to the staff in the team, encouraging development and innovation.
- To work closely with the Head of Adoption to ensure a cohesive and joined up approach as a management team to the Social Work Service. This will include chairing team meetings, reflective sessions, input into updating policies and practice and all aspects of staff development and training as needed.
- To maintain the reputation of the Agency for high quality professional practice and standards, and to maintain the Ofsted 'Outstanding' service provision that the agency provides to adopted children and their families.
- To manage and monitor all safeguarding and child protection issues relating to children, young people, and vulnerable adults with whom the agency works.
- To ensure compliance with Health and Safety legislation and operational standards, including effective management of risk as appropriate.
- To ensure the production of timely and accurate information to assist the effective management of the service and inform strategy.
- To ensure that the quality of social work recording is clear and thorough; that confidential records are appropriately stored and that effective systems exist for collating data and statistics.
- The Job Description reflects the major responsibilities to be conducted by the post holder but in the interests of effective working, these may be reviewed from time to time, reflecting changing needs and circumstances. Such reviews and any consequential changes will be conducted in consultation with the post holder.