

## Advanced Practitioners Roles and Responsibilities

### Introduction

The Advanced Practitioner role was introduced in 2015 within LBH Children's services. Since this time additional training opportunities have been made available, staffing changes and the needs of the service has resulted in the roles being managed differently across services. This roles and responsibilities document therefore identifies the main purpose and roles of the AP's to enable consistency across services.

*Please note that this list is not exhaustive and responsibilities will need to be considered alongside the needs of the team/service and capacity of individual AP.*

### THE PURPOSE OF THE ADVANCED PRACTITIONER ROLE:

- To develop our leaders for the future.
- To invest in our front-line staff and provide opportunities for Children's Social Care colleagues who want to remain in practice as opposed to management.
- To provide an extra layer of support to frontline social workers/practitioners and greater capacity for team managers.
- To support and enhance the quality of social work practice by offering support, reflection and guidance to frontline social workers.
- To support training and retention of staff including students and newly qualified social workers.
- To provide regular feedback on the needs of frontline workers and keep the leadership team in touch with practice.

### Roles and Responsibilities

#### 1. Caseholding

- AP's will continue to casehold a small caseload.
- AP's will co-work cases with students and Newly Qualified social workers (as appropriate) that they are responsible for practice educating.

#### 2. **Coaching/Mentoring:**

- Act as practice educator to social work students and/or newly qualified social workers.
- Provide additional coaching support to social care staff as identified by their team managers as part of professional development.
- Undertaking joint visits and co-working complex cases with less experienced members of staff.
- Consistently modelling the High 5 Behaviours and Mindsets (High 5 in Hillingdon)

#### 3. **Providing supervision to staff who are not social work qualified:**

- Supervision to students, Family Support Workers, Personal Advisors and other non social work qualified colleagues as agreed with line managers.

#### **4. Practice Supervision:**

- Providing on-the-spot case discussions and guidance with team colleagues and ensuring that joint responsibility is taken by themselves and social workers of recording reflections and actions in order for Team Managers to maintain oversight of children's needs, decisions and development needs of social care staff.

#### **5. Group Supervision:**

- Providing regular reflective group supervision/case discussions linked with lessons from Audits/Serious Case Reviews/needs as identified by practitioners and managers.

#### **6. Quality Assurance:**

- Completing monthly audits as outlined in the QA framework
- Disseminating and monitoring learning from audits.
- Completing Practice Observations as agreed with the line manager.

#### **7. Induction and Retention:**

- Working alongside Team Managers to provide Induction to new staff members.
- Providing additional support to students and newly qualified social workers.

#### **8. Dissemination of learning and experience**

- Facilitating group learning sessions with Newly qualified social workers/students. Sessions will take place once a month and each AP is expected to facilitate one session a year on a pre agreed subject in consultation with the PSW.
- Disseminating across the team and AP network relevant learning, research and training materials.
- Acting as practice led for advice / consultation in areas of expertise

#### **9. Engagement with wider organisations (inc. social work education providers, consortiums and regional development forums)**

- Provide support to local education providers including
- Recruitment and selection of social work students
- Readiness of fitness panels
- Fitness to practice panels
- Acting as guest speakers/ lecturers
- Involvement in research projects
- Representing Hillingdon at consortium and regional meetings

## 10. Duties for APs in the Corporate Parenting Teams

- In addition to the above, AP's in will be responsible for providing all Personal Advisor's professional and personal supervision as per the frequency set out in the supervision policy.
- They will be responsible for signing off the Pathway Plans, SRFs for finances and all other day to day duties.
- Ensure that the performance of the team and statutory duties are met.
- 'May be required to line manage unqualified social work staff'

## ADVANCE PRACTITIONER DEVELOPMENT MEETINGS

The Principal Social Worker (PSW) leads on the development of Advanced Practitioners within Children's Services. The PSW will facilitate bi-monthly AP meetings with the following terms of reference.

### 1. Purpose

- To provide advanced practitioners a safe and reflective space to support one another.
- To share information and advice to AP colleagues across services.
- To cascade key messages across their respective service areas.
- To share learning, training and key practice developments
- To identify areas of learning and development for the PSW to share with senior management colleagues.

### 2. Attendance

Attendance is mandatory for:

- Principal Social Worker
- Advanced practitioners within Children Services

Invitees on an ad hoc basis may include:

- ICT
- Learning and Development
- Advanced practitioners in adult services
- Heads of Service

### 3. Frequency and Timing of Meetings

- The Advanced Practitioner's Group will be scheduled for two hours once every other
- Meetings will be arranged mid week, avoiding team meetings and practice educator university days.

### 4. Governance

- The Principal Social Worker works with the Deputy Director and Heads of service and shares information directly with them.
- Minutes and action points of each meeting will be saved and shared with all APs.
- Where appropriate, minutes and action points will be shared with Heads of Service/Deputy Directors

Principal Social Worker: Helen Smith

Date: