Post Title: Practice Education/ ASYE Co-ordinator

**Department:** Children’s Integrated Service

**Service:** Safeguarding, Quality & StandardsService

**Grade: I (TBC)**

Post reference number:

# Job Purpose

The Social Work Practice Education and ASYE (Assessed and Supported Year in Employment) Coordinator is responsible for overseeing the education and professional development of social work students and newly qualified social workers. This role involves coordinating practice placements, providing mentorship and support, and ensuring compliance with regulatory standards. They will also act as the Practice Mentor Assessor (PMA) for Practice Educators in training. The co-ordinator will also manage the ASYE program, ensuring that newly qualified social workers receive the necessary support and guidance during their first year of practice.

To support improved outcomes by contributing to the effective delivery of a programme of audits to Children's Services. To control, manage and complete allocated internal audits and provide written reports that identify clear findings, including risks, and recommendations to resolve issues and drive improvements.

To contribute to audit planning processes and to work effectively in partnership with managers and leaders across Children's Services to gain assurance of audit recommendation implementation

# Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around

four central themes:

* **Leading People**: by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
* **Equality Diversity & Inclusion**: by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce. Ensuring Equality, Diversity and Inclusion are fully considered in all our decisions and we give due regard to advancing equality.
* **Change & Innovation**: by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
* **Collaboration**: by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

# Specific Duties

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Coordinate and manage practice placements for social work students.
3. Co-ordinate student induction programmes
4. Liaise with universities and placement providers to ensure high-quality learning experiences.
5. Provide supervision, mentorship, and support to Practice Educators in training.
6. Assess and evaluate trainee Practice Educators performance in accordance with academic and professional standards.
7. Manage the ASYE program, including the induction, support, and assessment of newly qualified social workers.
8. Develop and deliver training sessions and workshops to support ASYE participants.
9. Monitor and review the progress of ASYE participants, providing feedback and guidance.
10. Ensure compliance with ASYE framework and regulatory requirements.
11. Promote a culture of continuous learning and improvement within Children’s Integrated Services.
12. Work collaboratively with internal and external stakeholders to enhance practice education and ASYE programs.
13. To manage all resources within the area, including personnel and finance in an efficient, effective and economic manner within a framework of Corporate and Departmental policies and priorities.
14. To contribute to developing and overseeing a planned annual schedule of audits to ensure audits are completed, findings analysed and collated into monthly and quarterly reports.
15. Execute individual audit assignments providing independent assurance on the effectiveness of governance, risk and internal control systems. Employing appropriate audit techniques and performing work to appropriate practice standards in line with Ofsted frameworks
16. To undertake short notice responses, as well as planned audits, to service or case investigation, and to make recommendations for improvement, including identifying instances of non compliance with local or national guidance
17. To implement aspects of the relevant Service Plans as it pertains to the Safeguarding, Quality and Standards Service Area. Assisting as appropriate with:
* Providing an integrated approach to performance management, quality standards and service delivery
* Embedding new ways of thinking and working
1. To ensure the legal statutory and other relevant provisions governing or affecting the Department and services provided are strictly observed.
2. To ensure appropriate communication, liaison and relationships with other city departments, agencies and voluntary organisations and to act as a representative of the department at relevant forums.
3. Health and Safety

You will take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties and where appropriate to safeguard the Health and Safety of all persons and premises under your control and guidance with the provisions of Health and Safety Legislation and Authority and Departmental Codes of Practice and Procedures.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the City Council or provided or issued by a third party for collective use in the performance of your duties.

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| **All staff are expected to maintain high standards of customer care in the context of the City council’s Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.** |

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| **All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.** |

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| **This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.** |

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| **Numbers and grades of any staff supervised by the post holder:** 0  |

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| **Produced by** S Wright- Principal Social Worker |

**Date:** January 2025

## Person Specification:

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| **Areas of** **Responsibility** | **Requirements** | **Measurement** |
| **P** | **A** | **T** | **I** | **D** |
| **Knowledge** | Recognised qualification in Social Work (Degree, PGDip or MA/MSc) |  |  |  |  |  |
| Registration with the relevant professional body (e.g., Social Work England). |  |  |  |  |  |
| Practice Education Qualification  |  |  |  |  |  |
| Understanding of the City Council’s core values and strategic aims. |  |  |  |  |  |
| In-depth knowledge of Practice Education Standards and Processes |  |  |  |  |  |
| In-depth understanding of the ASYE framework and requirements |  |  |  |  |  |
| Knowledge of the Government’s modernising agenda for Family hubs, Supporting Families, Family Help, health and social care, and how it relates to Children’s Services. |  |  |  |  |  |
| Thorough knowledge of the Children’s Act 1989 and related guidance, the Assessment Framework for Children in Need and Working Together to Safeguard Children. |  |  |  |  |  |
|  | Strong organizational and time management skills |  |  |  |  |  |
| Excellent communication and interpersonal skills. |  |  |  |  |  |
| Ability to provide effective supervision and mentorship |  |  |  |  |  |
| Competence in assessing and evaluating performance |  |  |  |  |  |
| Ability to work collaboratively with a range of stakeholders. |  |  |  |  |  |
| **Other Skills** | Ability to work on own initiative |  |  |  |  |  |
| Able to plan ahead |  |  |  |  |  |
| Commitment to continuous professional development |  |  |  |  |  |
| Ability to work independently and as part of a team. |  |  |  |  |  |
| Strong problem-solving skills and ability to think critically. |  |  |  |  |  |
| **Experience** | Experience of communicate effectively, at all levels both orally and in writing  |  |  |  |  |  |
| Experience of having supported and assessed a minimum of 5 student social workers  |  |  |  |  |  |
| Experience of co-ordinating training and development within a social work setting  |  |  |  |  |  |
| Experience of developing and maintaining positive working relationships with staff and others – both internal and external. |  |  |  |  |  |
| Experience of producing documents / reports / presentations using a wide variety of software including PowerPoint, word and excel etc. |  |  |  |  |  |
| **Feedback and Quality Assurance**  | Ability to provide constructive feedback to students and newly qualified social workers |  |  |  |  |  |
| Experience in implementing quality assurance processes to ensure high standards  |  |  |  |  |  |
| Strong attention to detail and commitment to maintaining high-quality standards. |  |  |  |  |  |
| **Work to promote mutual respect and good relations** | Awareness, understanding and commitment to the pursuit of equality of opportunity in service delivery and employment practice.  |  |  |  |  |  |
| **Work Related Circumstances** | Honesty and Integrity |  |  |  |  |  |
| Willingness to comply with the City Council’s non-smoking policy. |  |  |  |  |  |
| Willing to undertake further training and development relevant to the post |  |  |  |  |  |
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| **P**: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence |
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| **Prepared by/author:** S Wright **Date:** January 2025 |
| **Job title:** Principal Social Worker  |
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