

20<sup>th</sup> February 2017

Dear Candidate,

I am delighted that you are interested in learning more about Frontline and the role of **Practice Tutor** for this dynamic organisation. Frontline is a charity with a mission to transform life chances for vulnerable children by recruiting and developing individuals to be leaders in social work and broader society. We recruit graduates and career switchers to join our two-year programme where they qualify as social workers working in child protection and child in need work. Beyond our two-year programme, we develop managers through Firstline, a leadership programme for those directly managing practitioners.

Our mission is to transform the lives of vulnerable children by recruiting and developing outstanding individuals to be leaders in social work and broader society. The programme for participants is made up of an intensive Summer Institute, two years in a local authority undertaking frontline social work, and leadership development throughout. Participants will be placed in Practice Units of four in local authorities across the West Midlands, The North East, Greater London and Greater Manchester. The Units will be led by Consultant Social Workers in the child protection / child in need service of the local authority.

The participants and Consultant Social Workers will be supported by the **Practice Tutors** and this is the role we are recruiting for. Each Practice Tutor will support four Units totalling 16 participants. Practice Tutors are spread across several local authorities within a designated region. This will involve travelling between these authorities to provide participants with high level academic inputs that support the systemic unit model of operation. They will also be required to provide the Consultant Social Worker with regular coaching and mentoring.

The Frontline Organisation is a provider of social work education, delivering high level and high quality academic inputs based on research, with a focus on evidenced based practice models (Systemic, Motivational Interviewing and Parenting Interventions) that equip participants with a clear understanding of how to work with children and their families.

To apply for the role you will need to submit the following:

1. Application form and equal opportunities monitoring form
  2. Personal statement in support of your application (no more than 2 sides) outlining how your knowledge, skills and experience meet the requirements of the person specification. **Please ensure you address each point on the person specification as detailed in this pack.** It would also be helpful if you could indicate to which region you would like to work.
  3. Detailed Curriculum Vitae (CV) – (maximum 2 pages) Applications should be emailed to [hr@thefrontline.org.uk](mailto:hr@thefrontline.org.uk) no later than **12 midnight on 6 March 2017**. Telephone interviews will be held on **13 March 2017** and regional interviews will take place in London **20 March 2017**, Birmingham **22 March 2017** and Newcastle **3 April 2017**.
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If you have any questions or queries about this role or wish to discuss the position then please contact Louise Grant, Head of Academic Studies & Deputy Programme Manager Director, at [louise.grant@thefrontline.org.uk](mailto:louise.grant@thefrontline.org.uk) Tel: 0208 872 7880.

Interested applicants can also contact the following Heads of Region for an informal discussion

Rebecca Infanti-Milne (London and the South East) 07776 461339 [Rebecca.Infanti-Milne@thefrontline.org.uk](mailto:Rebecca.Infanti-Milne@thefrontline.org.uk)

Allan Brownrigg (North West) 07776455695 [Allan.Brownrigg@thefrontline.org.uk](mailto:Allan.Brownrigg@thefrontline.org.uk)

Lisa Hackett (West Midlands) 07764978046 [Lisa.Hackett@thefrontline.org.uk](mailto:Lisa.Hackett@thefrontline.org.uk)

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J MacAlister', with a small flourish at the end.

**Josh MacAlister**  
Chief Executive



# Practice Tutor

<b>Job Title:</b>	Practice Tutor
<b>Department:</b>	Programme
<b>Reports to:</b>	Head of Region
<b>Location:</b>	In region
<b>Pay Scale:</b>	£45,000 - £49,000 (+ £3,000 London weighting)

## **Context:**

The Frontline Programme is a practice based social work education programme, which is committed to bridging the gap between academic research expertise and the realities of social work practice. Practice Tutors are crucial in this endeavor.

A Practice Tutor on the Frontline Programme has the responsibility for educating participants at the five week Summer Institute, Recall Days and, crucially, in the Participant Units within local authorities. The Practice Tutor is responsible for four Participant Units, based in local authority children's social care services. Each Unit comprises four participants and is led by a Consultant Social Worker (CSW). The Practice Tutor supports the learning of each group of participants as they make their way through the two-year programme and enables them to do high quality work with children and families.

The Practice Tutor has a good understanding of generic social work tasks and an ability to make links across both adults' and children's services. He/she is also responsible for supporting and developing the CSWs in their role. The position is critical to achieving Frontline's mission and the Practice Tutor plays an influential role in directly developing people on the programme.

The individual will have advanced social work practice skill, experience of developing others and a commitment to educating a new generation of social workers. This role requires a developed ability to offer connections between theory and practice and a keen desire to be involved in applying evidence informed practice models. The role also requires an ability to offer emotional containment and support to participants and CSWs.

## **Key responsibilities**

**Oversee Practice Learning for four Participant Units**

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- Use of social work knowledge, theory, practice skill and experience in developing others to support approximately 16 participants to become outstanding social workers.
  - Undertake a pattern of practice visits that will include attending Unit meetings, running Unit teaching sessions, and holding individual tutorials with participants.
  - Completing direct observations of practice, providing detailed and rapid feedback and marking assignments required for the academic course.
  - Leading regular reviews of participants' progress.
  - Marking of written assignments.
  - Addressing issues of concern regarding the participants.
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- Work closely with a Relationship and Development Manager and Heads of Region to manage relationships key to ensuring suitable practice learning conditions in the local authority.

### **Supporting four Consultant Social Workers**

- Support the four CSWs leading the Units to ensure they can role model best practice, undertake the practice educator role, and complete necessary actions for the delivery of the programme.
- Use coaching and mentoring techniques to support CSWs to be effective in their leadership, management and practice educator roles so that they can work through the challenges they will experience
- Support CSWs throughout the year in leading consistently high quality Unit meetings that embed systemic practice, motivational interviewing, and social learning theory.
- Support the CSWs' running of Unit meetings so that they are effective learning and supervisory environments.
- Support the CSWs in developing a supportive and nurturing environment required for tackling the various challenges that arise from introducing participants to the realities of practice.
- Developing the CSWs' own skills and competence in the CSW role, using an agreed competencies and development plan framework.
- Work with the Relationship and Development Managers to support local authority Project Managers and operational managers to help them to understand the demands of the CSW role thereby promoting the quality of the learning experience in the Unit.

### **Teaching & Scholarship**

- Draw on the individual's expertise and knowledge to deliver teaching at the Summer Institute, Recall Days and on the Master's course through large cohort lectures, small seminars and one to one support where necessary.
- Become familiar with the teaching and learning materials as part of the Bespoke Curriculum in order to deliver them to the highest possible standard as part of a wider team ensuring a consistently high standard across the programme.
- Promote the Frontline Practice Model (which is based on systemic practice, motivational interviewing and evidence informed parenting interventions) through all teaching that the Practice Tutor takes part in.
- Remain up-to-date on research and practice issues, particularly in the field of child protection to provide accurate and helpful support to participants and CSWs.
- Ensure participants have an understanding of the generic nature of social work education and enable participants to draw links between the work they do in adults' and children's services.
- Demonstrate a commitment to knowledge generation through practice-based knowledge acquisition and research.

### **Wider programme responsibilities**

Practice Tutors will also have additional responsibility for a range of activities associated with the delivery of Frontline programmes and these may include but are not limited to:

- Designing specific areas of the curriculum for the qualifying programme and the leadership development programme, as directed by the Head of Curriculum.
- Contributing to the training and selection of CSWs, as required.
- Assessing candidates for the qualifying programme at Assessment Centres.
- Undertaking practice and programme focused research to improve the model and increase knowledge.
- Using appropriate technologies to deal with routine and complex information and share information and ideas in accomplishing tasks in teaching, research, and internal and external networking.

## **Person Specification**

### **Knowledge and Experience**

- Possesses a clear vision for children's social work, with a focus on quality and impact of practice and committed to the Frontline vision for social work.
- Knowledge and experience of working in statutory children and families' social work settings. In particular, extensive post qualifying experience working with risk and complexity.
- Understanding and experience of applying systemic and / or other social work practice models in a children's social care context.
- In-depth knowledge of child development and parental/care giver factors affecting parenting.
- Experience and evidence of continuous professional development through informal and formal approaches.
- Experience of developing the knowledge and skills of others.
- Experience of coaching others (desirable as training will be given).
- Knowledge or experience of working with the Unit model approach (desirable, not essential).

### **Communication and Influencing**

- Highly skilled verbal and written communication skills.
- Able to motivate and inspire others and give them a clear vision for social work.
- Able to make effective use of feedback and provide constructive challenge.
- Good presentation skills to both small and large groups.
- Able to establish confident and authoritative relationships with a range of stakeholders and an ability to negotiate effectively within challenging settings.
- Actively listens and demonstrates understanding and empathy.

### **Approach to work**

- An effective team member.
- Able to show initiative and a "can-do" approach to bring solutions to problems.
- Capacity to work independently for sustained periods.
- Highly organised and flexible approach to work with the ability to prioritise workload under pressure and meet deadlines.
- Able to use feedback effectively and reflect on self.

### **Qualifications**

- Qualified and Registered Social Worker
  - Masters level qualification
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- HEA accreditation or relevant teaching qualification desirable (or willingness to achieve this in first 12 months of role)
- Qualification in one or more of the underpinning theories of the Frontline Practice Model (desirable).
- Training in coaching skills (desirable).

## Frontline's mission

Our mission is to transform the lives of vulnerable children by recruiting and developing outstanding individuals to be leaders in social work and broader society.

## Frontline's values

- **Be brave:** be prepared to challenge and don't always reach for the easy answer
- **Show respect:** recognise and value the contributions of others
- **Pioneer:** generate new ideas and make ripples or waves by sharing successes and setbacks
- **Stay curious:** be continually reflective and open to adapting how we work
- **What matters is what works:** be practical, flexible and outcome-focussed

## Frontline Benefits

Frontline are committed to the professional development and wellbeing of all staff. Frontline offers a number of core benefits to all employees:

- **Flexible working:** Frontline offer a 'core hours' policy requiring staff to be in the office between 10:00 and 16:00, with flexibility on working hours around this.
  - **Pension:** Frontline offer an 11% pension employer contribution.
  - **Annual Leave:** 25 days per year (in addition to bank holidays) rising by 1 day per year after 2 years in service up to a maximum of 30 days. In addition, the office closes from 25 December to 2 January.
  - **Travel:** Interest free loan for season ticket or bicycle.
  - **Training and Development:** Frontline offer all employees a mentor and/or coach after completion of probation. We also provide loans and grants for additional training as part of our overall learning and development offer.
  - **Volunteering days:** All employees can take between 1 and 3 days to volunteer in a mission-aligned charity depending on length of service.
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## Recruitment process

### Safe Recruitment Procedure

Frontline is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, it follows a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

### Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### Shortlisting, interviews and reference checking

Only those candidates meeting the right criteria will be taken forward from application. We regret that we cannot respond individually to unsuccessful candidates so if you have not heard from us within four weeks of the closing date, please assume that your application has not been successful. Shortlisted candidates will be interviewed. References from the previous and current employer may be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information. Please let us know about any sensitivity regarding the taking up of references prior to interview.

### Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed.

### Questions or further information

If you require more information please contact [hr@thefrontline.org.uk](mailto:hr@thefrontline.org.uk) and a member of the team will get back to you. If you want further information on the programme please visit our website: [www.thefrontline.org.uk](http://www.thefrontline.org.uk)