

20th February 2017

Dear Candidate,

I am delighted that you are interested in learning more about Frontline and the role of **Principal 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 **Practice Tutors** and a **Principal Practice Tutor** and this is the role we are recruiting for. The Principal Practice Tutor is responsible for educating participants at the five-week Summer Institute, Recall Days and, crucially, in the Participant Units within local authorities. The Principal Practice Tutor will support a maximum of three units, totalling 12 participants, and offer leadership on coaching and supporting participants to the Practice Tutors. In addition, they will work closely with the Head of Region to develop links with local higher education providers and other project work as identified. Principal 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. As a Principal Practice Tutor, you will have a leadership role in ensuring the quality of the academic delivery.

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.**
 3. Detailed Curriculum Vitae (CV) – (maximum 2 pages) Applications should be emailed to 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**.
-

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 Tel: 0208 872 7880.

Interested applicants can 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

Allan Brownrigg (North East) 07776455695 Allan.Brownrigg@thefrontline.org.uk

Lisa Hackett (West Midlands) 07764978046 Lisa.Hackett@thefrontline.org.uk

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink that reads "Josh MacAlister". The signature is written in a cursive, slightly slanted style.

Josh MacAlister
Chief Executive



Principal Practice Tutor

Job Title: Principal Practice Tutor

Department: Programme

Reports to: Head of Region

Location: In region

Pay Scale: £53,000 to £56,000 (+ £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. Principal Practice Tutors are crucial in this endeavor.

Key Responsibilities

The Principal Practice Tutor is responsible for educating participants at the five week Summer Institute, Recall Days and, crucially, in the Participant Units within local authorities. The individual is responsible for 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 Principal 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 number of Units allocated to Principal Practice Tutors will depend on other responsibilities but will be no more than three.

The Principal Practice Tutor has a good understanding of generic social work tasks and an ability to make links across both adults' and children's services and is responsible for supporting and developing the CSWs in their role. This position is critical to achieving Frontline's mission and plays an influential role in directly developing people on the programme. The Principal Practice Tutor takes responsibility for a key element of the Programme nationally or regionally and supports the Head of Region in their duties. Principal Practice Tutors will normally have had extensive experience of the Practice Tutor role and are experienced in either academic course management, management of staff, course development, practice education or other specialist knowledge that is imperative for the delivery of the Frontline Programme.

The individual has advanced social work practice skill, experience of developing, managing and supporting others and a commitment to educating a new generation of social workers. The position requires an ability to offer emotional containment and support to participants and CSWs.

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 by taking an academic leadership role.

Overseeing Practice Learning for Participant Units

- Use of social work knowledge, theory, practice skill and experience in developing others to support 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 written assignments.
- Addressing issues of concern regarding the participants.
- 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.
- Support Practice Tutors in their role.

Supporting Consultant Social Workers

- Support up to three 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.
- Develop 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 ensure that Local Authorities understand the demands of the CSW role and thereby help them to promote the quality of the learning experience in the Unit.

Teaching & Scholarship

- Draw on 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.
 - Model excellent pedagogic practice supporting Practice Tutors to develop their teaching, learning and assessment skills.
 - Become familiar with the teaching and learning materials as part of the Bespoke Curriculum so that they are delivered to the highest possible standard and 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 Principal Practice Tutor takes part in.
 - Remain up-to-date on research and practice issues, particularly in the field of child protection, so that accurate and helpful support is provided 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.
- Promote the importance of scholarly activity and demonstrate a commitment to knowledge generation through practice based knowledge acquisition and research.

Wider programme responsibilities

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

- In larger regions, responsibility for line management of groups of Practice Tutors in their work with participants and CSWs. This will include managing, leading, coaching and supervising the work that Practice Tutors do to ensure it is of a high standard and consistent across the programme.
- Designing and leading specific areas of curriculum development for the Frontline Programme and the leadership development programme, as directed by the Head of Curriculum.
- Potentially leading on a major project for the programme nationally. This will require Principal Practice Tutors to work closely with colleagues across the organisation in the Curriculum, Leadership Development or Recruitment teams, for example. Leadership of these major projects will require careful planning and effective implementation across a large-scale programme.
- Assisting the Head of Curriculum with planning for the Summer Institute.
- Being responsible for the academic course management of the Frontline Programme.
- Representing Frontline at a regional level, deputising for the Head of Region if necessary.
- Supervising Practice Tutors.
- Developing the training and selection of CSWs including attending CSW assessment days.
- Assessing candidates for the qualifying programme at Assessment Centres and advising on admissions and suitability issues.
- Undertaking practice and programme focused research to improve the model and increase knowledge, and supporting others to do so.
- 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. ^[L]_{SEP}

Person Specification

Experience and knowledge

- 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 of 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.
- Knowledge of the Practice Tutor role.
- Experience and evidence of continuous professional development through informal and formal approaches. [SEP]
- Experience of developing the knowledge and skills of others. [SEP]
- Specific higher education experience such as; experience of academic course management, supervising others, course design, and extensive understanding of pedagogical approaches to learning, etc.
- Experience of coaching others (desirable as training will be given).
- Knowledge or experience of working with the Unit model approach (desirable not essential).
- Experience of effective direct line management and or/significant project oversight and delivery.

Characteristics and skills

- 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.
 - Represent Frontline on a regional basis.
 - Act as a Course coordinator in line with the HEI's expectations and therefore:
 - Ensure appropriate participant representation and monitor engagement.
 - Ensure academic issues including internal and external benchmarks are addressed.
 - Coordinate the work of Practice Tutors to ensure that it meets the University of Bedfordshire's expectations in terms of marking and quality assurance of marking.
 - Monitor and report on issues relating to standards to the Head of Academic Studies
 - Work with the Head of Curriculum to monitor the quality of teaching and advising the Head of Academic Studies on proposed changes required at unit and course level and produce Course Enhancement Plans.
 - Attend University of Bedfordshire Examination Boards and ensure that all participants have appropriate progression and award decisions in line with University of Bedfordshire's regulations and draft specific responses to external examiner's comments and concerns.
 - Actively listens and demonstrates understanding and empathy.
-

Approach to work

- An effective team member.
- Able to show initiative, has a “can-do” approach and brings 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.

Education and background

- Qualified and Registered Social Worker
 - Masters level qualification
 - HEA accreditation or relevant teaching qualification desirable (or willingness to achieve this in first 12 months of role)
 - PhD or working towards a doctoral qualification (desirable)
 - 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 with Aviva
- **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 we give all staff extra days at Christmas as the office closes from 25 December to 2 January.
- **Travel:** Interest free loan for season ticket or bicycle.
- **Training and Development:** Frontline endeavours to offer coaching and mentoring to all staff where required to support development needs.
- **Cycle to work scheme:** Provides a tax efficient way to obtain a bicycle
- **Volunteering days:** All employees can take between 1 and 3 days to volunteer in a mission-aligned charity depending on length of service.
- **Childcare vouchers:** parents can spend up to £243 per month on childcare vouchers via a salary sacrifice scheme.
- **Employee Assistance programme:** The EAP is a free, confidential service that offers expert advice, information and counselling for all Frontline employees on a wide range of issues



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.

Applications from those working in partner organisations

Frontline has strong partnerships with Local Authorities and Trusts providing children's social care where there is a shared vision to transform the lives of vulnerable young people and their families. If you are applying for a role at Frontline from one of our partner authorities or trusts we therefore encourage you to be open with your employer about your application. This supports our partner organisations in planning and promotes trust across partnerships.

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 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
