

JOB DESCRIPTION

PRACTICE LEARNING AND DEVELOPMENT MANAGER

Number of Hours:	Part-time (18 hours per week)
Salary Scale:	Pro rata to £31,606 - £35,166 (SCP 21 – 25)
Accountability of Post:	The post-holder will be line-managed by and accountable to the Chief Executive of Circle for the performance of the tasks described below.
Purpose of Post:	To be responsible for the delivery, co-ordination, implementation and development of practice teaching within Circle's services.
Location of Post:	Circle Head Office, 18 West Pilton Park, Edinburgh EH4 4EJ (Own car and driving licence essential)

MAIN TASKS & RESPONSIBILITIES:

1. To manage a practice teaching unit
2. To co-ordinate and deliver practice teaching across Circle
3. To develop effective relationships with partner agencies including local authorities and universities
4. To contribute to staff learning and development at Circle
5. To support staff in Circle who are acting as Practice Teachers, Link Supervisors and staff who contribute to student learning placements
6. To be a practice assessor for staff undertaking the practice teaching course
7. To ensure that student training is integrated with the agency as a whole, and that the standard of training is of a consistently high standard
8. To work within Circle's policies and procedures
9. To ensure that the Student Unit works within SSSC guidelines
10. To negotiate and arrange learning opportunities for students
11. To liaise with courses as required in connection with each student's placement. This may involve teaching on courses, membership of Examining Boards of courses, participation in the selection of students for qualifying training and acting as an External Examiner
12. To evaluate the quality and quantity of work of the Student Unit and provide reports on the work undertaken
13. To keep the agency informed of developments within Social Work training
14. To co-ordinate and attend 4 Staff Development Days per year

With consultation, amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

PERSON SPECIFICATION PRACTICE LEARNING AND DEVELOPMENT MANAGER

QUALIFICATIONS

ESSENTIAL

1. Diploma in Social Work or another relevant professional qualification (with 2 years' professional experience in a social work/care agency)
2. Practice Teaching Award

Desirable

1. Certificate in Child Protection

KNOWLEDGE & EXPERIENCE

ESSENTIAL

1. A minimum of 2 years' post qualifying experience
2. Experience of supervising Social Work students
3. Statutory childcare experience
4. Experience of working in the area of child protection
5. The ability to demonstrate a knowledge of social work theory
6. An understanding of and commitment to equal opportunities, anti-discriminatory practice and user participation

SKILLS & ABILITIES

ESSENTIAL

1. The ability to write clear concise reports
2. The ability to initiate and negotiate flexible training programmes with a range of students and courses
3. The ability to liaise effectively with outside agencies
4. The ability to assess the needs of children and families
5. The ability to agree objectives and methods of working with families
6. The ability to share your ideas with others through supervision
7. The ability to work as a member of a team

ATTITUDES

ESSENTIAL

1. Creativity
2. Commitment to continuing personal development