



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Family Help Deputy Pod Manager
Service	Childrens Services
Team	Childrens Social Care - Family Help
Location	Shute End
Reports to	Family Help Pod Manager
Responsible for	Social Workers - 6 FTE Family Help Practitioner - 1 FTE
Grade	NRSG4
Contract Type	Permanent
Hours	Full-Time

Main Accountabilities	
1.	Deputy to Pod Manager providing case management and leadership support, ensuring high-quality practice and effective supervision of social care practitioners and social workers.
2.	Model and lead on high-quality, child-centred social work practice aligned with statutory requirements, systemic theory, and the Family First agenda.
3.	Deputise for the Pod Manager, overseeing team performance, quality assurance, and reflective supervision promoting Wokingham relational practice model.
4.	Hold management and case management responsibility for a team, including professional supervision and assessment.
5.	Co-ordinate duty rotas and cover Pod Manager in their absence.
6.	Monitor day-to-day case progress, ensuring purposeful plans, timely visits, and accurate decision recording.
7.	Support complex cases and represent the Local Authority in court proceedings, statutory panels, and multi-agency meetings.





8.	Deliver reflective supervision, coach practitioners, and promote professional growth.
9.	Lead by example in embedding the Practice Model and driving quality improvements

Person Specification	Essential	Desirable
Education/Qualifications	BA/MA/MSc in Social Work	Training in systemic theory
Experience	Substantial post-qualification experience in children's social work/safeguarding Experience managing budgets Experience managing team performance	CPD qualification in Leadership & Management pathway
Skills/Knowledge	In-depth knowledge of legislation, safeguarding practice, and relationship-based social care	Evidence of ability to coach and support professional growth/development of social workers and social work practitioners
Behaviours/Attributes	Commitment to safeguarding, equality, diversity & inclusion, and Corporate Parenting principles.	

Purpose Details	
Service Purpose	Deliver high-quality, child-centred social work support and intervention that safeguards children and promote positive outcomes through systemic and relational practice.
Role Purpose	To provide senior case management and leadership support within the pod, deputising for the Pod Manager and ensuring quality assurance, supervision, and effective service delivery.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.





Supervision and Relationships	
Supervision Received	Reports to Family Help Pod Manager
Supervision Given	Provides professional supervision to social care practitioners and social workers; supports coaching and reflective practice.
Contacts	Internal: Pod Manager, social work teams, senior managers External: Courts, statutory panels, multi-agency partners, families

Resources/Budget Management
May assist the Pod Manager in managing delegated budgets and mobilising resources as required.

Special Requirements
Enhanced DBS

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N





Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	Hybrid Home/Shute End

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
Enhanced DBS - every 3 years





WOKINGHAM
BOROUGH COUNCIL

Evaluation Declaration

Date of Evaluation:	January 2026
Evaluated by:	HR Team

