

Gaddum



Job Description: Practice Educator

Accountable to: Head of Operations

Responsible to: Head of Operations

Reporting to: Student Placement Programme Lead

Location: Greenfish Resource Centre & other sites as required

Salary: FTE £33,044 (Pro rata £16,522)

Contract: Temporary until 30 January 2026 to cover maternity leave

Working hours: Part Time (17.5 Hours)

Context

At Gaddum, we treat everyone as individuals. We really get to know those we help, understanding their world to offer a range of support that's right for them. Our promise of tailored support is made possible by our breadth and depth of knowledge, through our unwavering commitment to the local people of Greater Manchester.

Our experience listening to generation after generation, for nearly 200 years, has taught us the importance of considering not just the individual but also the relationships around them. Our innovative approach means we can not only build resilience but identify further risks and offer preventive support now and in the future. At Gaddum, we believe that by supporting individuals, we ultimately help support entire communities.

Our aim is to empower and enhance the lives of people in Greater Manchester. We currently work in four Greater Manchester authorities, Manchester, Rochdale, Salford and Stockport.

Job Purpose

The postholder will be responsible for two key organisational areas:

- Practice Education to an allocation of student social workers: 80% of workload
- Support with induction planning and administrative tasks relevant to the student placement programme: 20% of workload

The postholder will be responsible for providing student social workers with effective, high-quality supervision and support throughout their practice placements and maintaining accurate records of student work undertaken to inform holistic assessments of students' practice. This role will entail stakeholder engagement both with internal leaders and external partners. The role will involve maintaining close working relationships and crossover workstreams with the Business Support Team, Health & Safety systems, and compliance responsibilities.

Main Duties and Responsibilities

- Student Social Work Placements:
 - Maintain relationships with key placement providers through provision of high-quality practice education,
 - Practice Educate placements for their entirety at the charity,
 - Write reports relating to the above.
- Support a continual and iterative induction process

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- Provide Student Placement Lead with support when inducting students to all relevant systems – utilising experts across the organisation to deliver elements of the package,
- Work in partnership with Business Support to implement appropriate systems relating to e-learning and hand over to line management during induction,
- Support the arranging of accounts, in partnership with the Business Support Team to enable new users access to the organisation's systems.

Other duties and responsibilities

- Working collaboratively with the Student Placement Lead to report on the above areas and work with external and internal stakeholders to realise the Return on Investment (ROI) of the above programmes,
- Working collaboratively with the Student Placement Lead to expand the reach and scope of placements across the charity, ensuring students continue to have an excellent placement experience at Gaddum,
- To support the Student Placement Lead in the delivery of training and information to external partners and supporting new opportunities that may become open to the charity.

Health & Safety, Quality, and Other Compliance

- To ensure compliance and registration with Social Work England.
- To demonstrate commitment to Continuous Professional Development.
- To ensure compliance with Health & Safety systems across all sites,
- To support the Business Support Team in their coordination of health, safety, and risk management, developing and ensuring the delivery of Action Plans where required and feeding into matters relating to placements,
- To support the Student Placement Lead in monitoring student learning opportunities and ensure Gaddum continue to provide excellent practice learning placements at first and final level,
- To support the Student Placement Lead in the planning for team meetings with On Site Supervisors to share best practice and knowledge across teams,
- Support the implementation of Policies & Procedures (new and existing) so as to standardise the best practice across the charity.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that, over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained, without changing the general character of the duties, or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum policies and procedures.

Person Specification: Practice Educator Maternity Cover

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Criteria	Essential	Desirable	Assessed
<p>Qualifications / Experience</p>	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p> <p>A current registration with Social Work England as a Qualified and Registered Social Worker, suitable to practice in the United Kingdom.</p> <p>A Social Work Degree (BA or BSc) or other acceptable qualification (e.g. DipSW).</p> <p>Relevant experience of supporting students, peers or adult learners in a service environment.</p> <p>Evidence of continuous professional development.</p> <p>Experience of working towards achieving compliance against professional frameworks.</p> <p>Proven experience of working within a project team to deliver quality outcomes.</p> <p>Stage 1 or 2 Qualification in Practice Education or currently working towards this qualification.</p>	<p>Experience of working in VCSE organisation.</p> <p>Experience of Information Governance systems and processes.</p> <p>Current registered status with Social Work England (SWE)</p> <p>Qualification in delivering training to adults.</p>	<p>Application / interview / Test documents</p>

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<p>Skills & Abilities</p>	<p>Independently motivated and the ability to inspire others to do the same in complex working environments (such as hybrid and home working).</p> <p>Ability to support the coordination of a programme of work in partnership with internal and external stakeholders.</p> <p>Ability to work in multi-disciplinary settings.</p> <p>IT competence, including Microsoft Office platform, databases and CRM systems.</p> <p>Well organised, able to prioritise and plan own work; take responsibility in decision making, and work to meet strict deadlines.</p> <p>Skilled in report writing and evidencing competencies against professional frameworks.</p> <p>Experience of supervising and supporting student social workers or other adult learners.</p>	<p>Confident working with project management tools.</p> <p>Confident delivering training to adults.</p>	<p>Application / Interview / Test</p>
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<p>Knowledge</p>	<p>A working understanding of the Professional Capabilities Framework for Social Workers and Social Work England Practice Standards for Social Work.</p> <p>A working knowledge of safeguarding including the ability to support students in safeguarding matters.</p> <p>Awareness of the current Social Work placement programmes of key placement providers in Greater Manchester.</p> <p>An understanding of Social Work in both statutory and non-statutory settings.</p>	<p>A good knowledge of agencies, organisations and professionals with a Greater Manchester remit.</p> <p>Knowledge of Health & Social care and VCSE sectors.</p> <p>Existing relationships with placement providers across Greater Manchester.</p>	<p>Application/ Interview / Test</p>
<p>Values and Personal attributes</p>	<p>A commitment to Gaddum values.</p> <p>A passion and commitment to promoting Equality & Diversity.</p> <p>A solution focussed attitude to overcoming obstacles and the ability to support others to apply the same principles.</p> <p>Commitment to the continued professional development in Social Work.</p>	<p>Knowledge of Gaddum and its services.</p>	<p>Application / Interview</p>

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	<p>A non-judgemental attitude.</p> <p>Flexible and positive work ethic.</p> <p>Ability to make decisions based on evidence-based judgement.</p> <p>Self-motivated.</p>		
Other Requirements	<p>Ability to travel independently throughout Greater Manchester as required.</p> <p>Flexible approach to working hours to meet the needs of the organisation.</p>	<p>Good understanding of the areas of Greater Manchester.</p>	Application / Interview