

## **Job Description**

<b>Job Title:</b>	Social Worker
<b>Directorate:</b>	Children and Family Services
<b>Section:</b>	Children's Social Care
<b>Responsible to:</b>	Team Manager
<b>Grade</b>	Level 10

### **Job Purpose**

To work systemically with children and families, undertaking assessments, evidence based interventions and providing effective help.

### **Key Duties / Responsibilities**

#### **Strategic Management**

1. Ensure that the welfare of the child or young person is paramount at all times.
2. Help families to keep their children safe and where this is not possible take appropriate action to safeguard them.
3. Ensure that children, young people and their families are fully involved in assessments and plans to support them.
4. Ensure that children's records are maintained in accordance with Departmental procedures, and that information required for management purposes is recorded and inputted appropriately

### **Performance**

1. Ensure that the department's and authority's resources are deployed efficiently and effectively at all times.
2. Carry out assessments within government and departmental prescribed timescales and standards, as required by the Practice and/or Principal Manager.
3. To be responsible for effective time management and responding flexibly to the needs of the service.

4. To provide support and cover for other staff/teams as required by the Team and/or Principal Manager.
5. To actively participate in the performance management system including group supervision, personal supervision, Performance Appraisal Review (PAR), team meetings, and reviews of service.

### **Resource Management**

1. To take responsibility under the direction of the principal or practice manager for the support of social work students on placement and act as workplace supervisor or practice educator if appropriately trained.
2. Be responsible for the allocation of appropriate tasks to social work assistants/pod coordinators, and provide the necessary support and guidance for the completion of those tasks.

### **Communications**

1. To have responsibility for sharing learning by participating in training and other learning opportunities across the service.

### **Culture**

1. To ensure that departmental health and safety procedures and standards are followed in the performance of all duties.
  2. To have commitment to developing skills through work experience in a range of divisional situations i.e. routine secondments, job rotation, shadowing and observations of practice.
  3. Take personal responsibility for continuing professional development and progression in line with the Professional Capabilities Framework and for achieving and maintaining the required level of performance for the post including accreditation in the Certificate of Systemic Practice.
- Any other duties appropriate to the post

## Person Specification

**Job Title:** Social Worker  
**Directorate:** Children and Family Services  
**Section:** Children's Social Care

Minimum essential requirements – evidenced by: **a:** application form **b:** test **c:** interview

<b>Knowledge and Qualifications</b>	<b>a</b>	<b>b</b>	<b>c</b>
Appropriate Social Work qualification – Social Work Degree, DipSW, CQSW, CSS or equivalent	✓		✓
Meet social work registration and re-registration requirements.	✓		✓
Must read, understand and agree to comply with the Code of Practice for Social Workers and meet the College of Social Work Professional Capabilities Framework.	✓		✓
Awareness of Equal Opportunities issues and a willingness to challenge discrimination.			✓
Thorough knowledge of social care legislation and guidance.	✓		✓
Knowledge of other legislation e.g. Education and Housing relating to children's services.	✓		✓
Thorough knowledge of child development and disability.	✓		✓

<b>Experience</b>	<b>a</b>	<b>b</b>	<b>c</b>
Demonstrate the ability to achieve good outcomes			✓
Demonstrate the ability to work effectively as part of a pod/team.			✓
Direct work with vulnerable children and their families.	✓		
Awareness of strategic thinking and central/local policy affecting service provision.	✓		✓

<b>Skills and Abilities</b>	<b>a</b>	<b>b</b>	<b>c</b>
Ability to be reflexive having awareness of personal strengths and weaknesses and their impact on others.			✓
Ability to communicate effectively both orally and written.	✓		✓
Ability to relate effectively to children and their parents.	✓	✓	✓
Ability to foster good inter and intra agency communication and to listen and consider sensitively to multiple perspectives.	✓		✓
Good understanding of evidence based practice informing assessment and child care planning.		✓	✓



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<b>Skills and Abilities</b>	<b>a</b>	<b>b</b>	<b>c</b>
Able to interpret and use management information, including financial management information.	✓		✓
Able to demonstrate the high standards of integrity, honesty, fairness and equality expected in public services.			✓
Able to use IT as an effective resource.	✓		✓
Able to meet fully the requirement of the post and cover the geographical area required, either by possession of a valid driving licence and access to public or other transport in line with the Equality Act 2010	✓		
An ability to fulfil all spoken aspects of the role with confidence through the medium of English.			✓
Willingness to work outside normal hours if required.			✓

## **Conditions of Service**

**Job Title:** Social Worker  
**Directorate:** Children and Family Services  
**Section:** Children's Social Care  
**Grade:** Level 10  
**Salary:** £36,648 - £39,186 per annum

**Duration:** This is a permanent post

**Working Hours:** The normal standard working arrangements will be based on a 37 hour week, working over five days between normal office hours. However, there may be flexibility in these arrangements. For more information please refer to the Flexible Working Policy.

**Annual Leave Entitlement:** You will be entitled to 28 days annual leave rising to 33 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

**Sickness Absence:** This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

**Pension Provisions:** For occupational pension purposes you will have the choice of:-  
**a.** Joining or continuing in the Local Government Pension Scheme.  
**b.** Arranging your own personal pension provision approved by the Inland Revenue.

**Business Mileage:** If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

**Notice Period:** Your notice period will be dependent upon the grade of the post and your continuous service.

**Probation Period:** New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

**Equal Opportunities Monitoring:** New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.



**Medical Examination:** Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

**Disclosure and Barring Service (DBS) Check:** This post is exempted under the Rehabilitation of Offenders Act 1974 therefore appointment to this post is conditional upon the receipt of a satisfactory response to a check of police records. You should note that the existence of an unsatisfactory police check may result in the withdrawal of the offer of employment.

If during your continued employment you receive any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended on 2013) you are required to disclose to your manager immediately that you have been convicted or cautioned during the period of your employment. Guidance and criteria on the filtering of "unprotected" cautions and convictions can be found on the Disclosure and Barring Service website.

**Relocation and Commuter Scheme:** The city council's scheme of Relocation and Commuter Scheme applies to this post and where you meet the stated criteria, financial help will be provided in accordance with the provisions of the scheme.

**Asylum and Immigration:** According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

**Trade Unions:** As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

**Other Conditions of Service:** Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.



**Social Care Register:** You must either already be registered, or in the process of registering on the Social Care register. You must also meet the ongoing requirements of registration and comply with the Code of Practice for Social Care Workers.

**Newly Qualified Social Worker:** You are required to 'pass' the Assessed and Supported Year in Employment (ASYE) in 12 months and as such will be employed on an extended year probationary period although learning agreements should take account of your normal pattern of work if you are part time and timescales adjusted accordingly.

**Qualified Social Worker:** To progress to Senior Practitioner you will be assessed in accordance with a scheme of agreed criteria, details of which are currently available at your place of work.