

Job Description

Job Title:	Senior Social Worker
Directorate:	Children and Family Services
Section:	Early Intervention and Children's Social Care
Responsible to:	Principal Manager
Grade:	Level 12

Job Purpose

To ensure that eligible children receive assessments, plans and service packages appropriate to meet their needs and improve their life chances. To support peers by sharing knowledge and experience that can enhance their learning. To support, assess and mentor Newly Qualified Social Workers and Social Work Students as directed by the Principal Manager. To deputise for the Principal Manager as required.

Key Duties / Responsibilities

Strategic Management

1. To ensure that children, young people and their families are fully involved in the process of assessment and care planning.
2. Work to the agreed practice standards for the service
3. Meet Social Work England registration and re-registration requirements and professional practice standards
4. Help families to keep their children safe and where this is not possible, take appropriate action to safeguard them.
5. To safeguard and promote the health and well-being of children and young people and support families and carers across Stoke-on-Trent by working with children and young people and their families appropriate to their experience, skills and knowledge.
6. Ensure that the department's and authority's resources are deployed efficiently and effectively at all times.
7. To undertake more complex casework with Children, Young People and their Families and Carers.
8. To be responsible for effective time management and responding flexibly to the needs of the service.
9. To ensure that departmental health and safety procedures and standards are followed in the performance of all duties.
10. Ensure that the welfare of the child or young person is paramount at all times.
11. To provide support and cover to the Principal Manager

Performance

1. To be responsible for contributing to information management processes in the department.
2. To actively participate in the performance management system including supervision, team meetings, section and divisional briefings and reviews of service.
3. To carry out assessments and manage child care plans within government and departmental prescribed timescales and standards, as required by the Principal Manager.
4. To take personal responsibility for continuing professional development during, and maintaining the required level of performance for the post.
5. To undertake a wide range of complex assessments which effectively analyse unmet needs, risks and protective factors
6. To devise support plans that meet identified outcomes, working in partnership with children, their families, agencies and other networks.
7. Ensure that all work is completed within the stated timescales in accordance with both national and local policy.
8. To provide focused and purposeful social work interventions with explicit aims and objectives about desired outcomes within the context of managing risk to children.
9. To provide professional expertise at meetings and represent the local authority as required in Court and other statutory settings.
10. Co-working cases with less experienced/non-social work qualified members of the team and to take responsibility as part of that process for sharing knowledge and developing their learning.
11. Undertaking a supporting role within the team for the coordination of individual and team performance to ensure that services are delivered in accordance with statutory duties and quality standards, performance measures and indicators.

Resource Management

1. To take responsibility under the direction of the Principal Manager in the support of social work students on placement and act as workplace supervisor or Practice Educator if appropriately trained.
2. To ensure that the department's and authority's resources are deployed efficiently and effectively at all times.
3. To be responsible for the allocation of appropriate tasks to ASYEs, Apprentices and Social Work Assistants and to provide the necessary support and guidance necessary for the completion of those tasks.
4. Responsibility for chairing meetings such as Strategy Meetings, Children in Need and Child Protection Core Groups, Placement Planning Meetings and PLO Meetings where deemed appropriately by the Principal Manager.

5. To participate in the wider development of the service and contribute to service improvement as required
6. To provide mentoring and support to others
7. To support group reflective supervision as required by the Principal Manager
8. Support the Principal Manager in the supervision of Social Work Assistants.
9. Provide cover as part of the team's established duty system and /or as required by your line manager.

Communications

1. Ensure that children's records are maintained in accordance with Departmental procedures and that information required for management purposes is recorded and inputted appropriately.
2. Ensure that children, young people and their families are fully involved in assessments and plans to support them and these are shared with parents, carers in a timely manner.

Culture

1. Take personal responsibility for continuing professional development and progression in line with the Professional Capabilities Framework and Children and Families Post Qualifying Standards and for achieving and maintaining the required level of performance for the post.
2. To commit to developing skills through work experience in a range of divisional situations i.e. routine secondments, job rotation, shadowing and observations of practice.
3. Attend and contribute to team meetings with the ability to facilitate if required
 - Any other duties appropriate to the post

Person Specification

Job Title: Senior Social Worker
Directorate: Children and Family Services
Section: Children Social Care

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

Knowledge and Qualifications	a	b	c
Professional Social Work qualification or BA Social Work Qualification where certified by Social Work England	✓		✓
Meet Social Work England registration and re-registration requirements and standards	✓		✓
Must read, understand and agree to comply with the Social Work England Code of Practice for Social Workers and meet the Social Work Professional Capabilities Framework and Post-Qualifying Standards	✓		✓
Thorough knowledge of current children's social care legislation and safeguarding guidance.	✓		✓
Extensive Knowledge of related legislation i.e. education and housing	✓		✓
Comprehensive knowledge of child development and disabilities.	✓		✓
Knowledge of assessment and intervention methods, case management and casework methods	✓		✓
Knowledge of Children's Social Care provision and statutory duties.		✓	✓
Thorough Knowledge of Equal Opportunities issues and a willingness to challenge discrimination.			✓
Comprehensive knowledge of strategic thinking and central/local policy affecting service provision.			✓
Widespread understanding of assessment and child care planning techniques.			✓

Experience	a	b	c
Experience of restorative practice and its application in children's social care		✓	✓
Experience of complex social work with children and families		✓	
Significant post qualification experience in a social work setting	✓		



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Skills and Abilities	a	b	c
Demonstrate sound professional judgement.		✓	
Ability to work within Childrens Social Work Post Qualifying standards			✓
Ability to communicate effectively both orally and in writing.	✓		✓
Ability to build relationships and relate effectively to children and their parents and carers.	✓	✓	✓
Ability to foster good inter/intra agency communication and to listen sensitively to different perspectives.	✓		✓
Able to interpret and use management information, including financial management information.	✓		✓
Provide written reports, in a variety of different formats as required. For example: Court Records, Case Conference Reports, Assessments		✓	✓
Present written and verbal evidence in court.			✓
Able to use IT as an effective resource.	✓		✓
Demonstrate the ability to work effectively as part of a team.			✓
Ability to be child-focused and work effectively with children.	✓		✓
Insight into own behaviour, impact on others and ability to critically reflect and respond to challenge			✓
Commitment to Equal Opportunities and the ability to challenge discrimination.			✓
To be responsible for effective time management and responding flexibly to the needs of the service.			✓
Have high standards of integrity, honesty, fairness and equality expected in public services.			✓
Ability to fully meet the requirements of the post and cover the geographical area required, either by possession of a valid driving licence and access to public/other transport in accordance with the Disability Discrimination Act.			✓
An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	✓		✓
Proven ability to be resilience in working in a challenging environment			✓

Conditions of Service

Job Title: Social Worker
Directorate: Children and Family Services
Section: Children's Social Care
Grade: Level 12
Salary: £42,403 - £45,441 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.