

Job Description

Job Title:	Senior Social Worker
Directorate:	Children and Family Services
Section:	Children's Social Care
Responsible to:	Team Manager
Grade	Level 11

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.

Key Duties / Responsibilities

1. To manage complex cases, ensuring that the welfare of the child or young person is paramount at all times.
2. To carry out assessments and manage child care plans within government and departmental prescribed timescales and standards, as required by the Team and/or Principal Manager.
3. To ensure that children, young people and their families are fully involved in the process of assessment.
4. To ensure that service user records are maintained in accordance with departmental procedures.
5. To ensure that the department's and authority's resources are deployed efficiently and effectively at all times.
6. To be responsible for the allocation of appropriate tasks to ASYEs, Apprentices and Social Work Assistants and to provide for the necessary support and guidance necessary for the completion of those tasks.
7. To undertake more complex case work.
8. To provide mentoring and support to others
9. To provide mentoring and support to others
10. To support group supervision as required by the Team Manager.

Responsibilities

1. To take personal responsibility for continuing professional during, and maintaining the required level of performance for the post.
2. To be responsible for effective time management and responding flexibly to the needs of the service.

3. To provide support and cover to the Team Manager and/or Principal Manager.
4. To actively participate in the performance management system including supervision, PAR, team meetings, section and divisional briefings and reviews of service.
5. To ensure that departmental health and safety procedures and standards are followed in the performance of all duties.
6. Commit to developing skills through work experience in a range of divisional situations i.e. routine secondments, job rotation and shadowing.
7. To be responsible for contributing to information management processes in the department.
8. 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 Teacher if appropriately trained.

Person Specification

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

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Knowledge and Qualifications			
Appropriate Social Work qualification – Social Work degree, DipSW, CQSW, CSS or equivalent.	✓		✓
Meet SWE registration and re-registration requirements.	✓		✓
Ability to work within Post Qualifying standards			✓

Experience			
Direct work with vulnerable children and their families	✓		
Significant post qualifying experience in a Child and Families setting	✓		✓

Skills and Abilities			
Ability to communicate effectively both orally and written.	✓		✓
Ability to relate effectively with children and their parents.	✓	✓	✓
Ability to foster good inter/intra agency communication and to listen sensitively to different perspectives.	✓		✓
Good understanding of assessment and child care planning techniques.			✓
Able to interpret and use management information, including financial management information.	✓		✓
Able to use IT as an effective resource.	✓		✓
Demonstrate the ability to work effectively as part of a team.			✓
Awareness of strategic thinking and central/local policy affecting service provision.	✓		✓
Thorough knowledge of current social care legislation and guidance.	✓		✓
Knowledge of related legislation i.e. education and housing	✓		✓
Comprehensive knowledge of child development and disabilities.	✓		✓
Ability to be child focussed and works effectively with children.	✓		✓

Personal Style			
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.			✓
Willingness to work outside normal hours if required.			✓
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.			✓
Willingness to work outside of business hours if required			✓
Ability/willingness to take on either higher degree of capability or specific pay grade.			✓
Proven ability to be resilience in working in a challenging environment			✓

Conditions of Service

Job Title:	Senior Social Worker (Child Exploitation)
Directorate:	Children and Family Services
Section:	Children's Social Care
Grade:	Level 11
Salary:	£39,186 - £42,403

Duration: This is a permanent position.

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