



## JOB DESCRIPTION

<b>DIRECTORATE</b> Children's Services	<b>SECTION</b> Family Support & Safeguarding / Corporate Parenting / Front Door
<b>JOB TITLE</b> Senior Social Worker	<b>GRADE</b> <b>JM2 (£35,745 – £39,880)</b>
<b>REPORTING TO:</b> Team Manager	
<b>Responsible for:</b> Providing technical advice and guidance to others within the team, deputising for the team manager as required, leading on specific areas of work while working to support families with multiple needs.	

### 1. Job outline and Purpose of role

This role requires social workers to meet all the fundamental professional standards as set out by Social Work England and ensure that the protection of children is adhered to ensure that children and young people are safe and their outcomes enhanced. The main duties and key responsibilities of this role is commensurate across Children's Services applying the skills and competencies in different areas across the service.

### 2. Purpose of Role

To operate as the senior lead social work professional within Children's Services, providing professional support and advice, continuous professional development to other team members, as well as handling a reduced caseload to allow for mentoring and professional support.

### 3. Main Duties and Key Responsibilities

Be involved in direct service delivery and provide technical support for the most vulnerable families to develop and support colleagues in providing professional consultation, direction and support to team members on case work and be a role model for best practice.

Bring together and co-ordinate and lead team around the family/child, in particular for Early Help, Children in Need and complex statutory work to ensure a multi-disciplinary

approach where children are subject to Child protection Plans, care proceedings or admission to accommodation (care).

Propose and help implement service improvements within the team plan to improve the outcomes for children, young people and families.

Undertake the full range of social work tasks with children and their families – assessment, planning, intervention and review and supporting other social work staff to undertake their work.

Provide clear professional advice in line with legislation and best practise ensuring consistency. On occasion to co-work with team members where the problems presented are consistently challenging and complex and require advanced levels of skill and knowledge.

Contribute to the development of and help implement work plans and service improvements ensuring effectiveness, efficiency and improved outcomes for service users. Supporting the Team Manager to ensure quality standards are maintained to ensure continuous improvement including auditing.

Ensure children and young people and carers are actively involved in the assessment of their needs, service delivery and review, gathering user feedback on the effectiveness of services delivered and use this information to support service improvement.

Co-work with team members where the problems presented with individual service users and families are consistently challenging and complex and require advanced levels of skill and knowledge. Hold a caseload of approximately 8 families, depending on the complexity of each.

Undertake a designated specialist role within the team such as practice teaching, lead re homeless 16/17-year olds. Developing procedures which ensure compliance with national regulation and legislation and providing reports on progress in their lead area.

Provide support and advice to identified groups or individuals as detailed within the assessment framework/service programme and implement or commission planned interventions to address identified need within evaluated professional standards

Undertake professional supervision of others and support their professional development including mentoring and support of designated staff, enhancing and developing competencies, disseminating research and best practice findings to improve the performance of the team.

Communicate effectively with multi-agency partners, colleagues and service users, both verbally and in writing through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.  
Deputise for the team manager ensuring decision making processes are robust and promote safe outcomes

Develop a high level of competence and confidence in the use of the Council electronic case recording/reporting tool (LCS)

Undertake a designated specialist role within the team and develop expertise in two or more areas and act as an accredited practice educator, work based practice assessor or lead professional link with partner agencies providing professional expertise.

Contribute to the recruitment, retention and selection of staff and foster carers ensuring a high-quality staff group through appropriate training and development.

#### **4. GENERAL**

This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The management team structures within Childrens' Services operate with a high degree of collaboration and flexibility, and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.

To be aware of and understand the council's Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the policy.

Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).



## PERSON SPECIFICATION

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<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced</b>
<p>Vocational qualification or experience to at least level 5 or above, relevant to the service user group or equivalent experience to give an in-depth level of knowledge necessary to undertake the most complex cases.</p> <p>A social work qualification and registration with Social Work England is essential along with practical experience of working with children, young people and families giving rise to a variety of technical skills and thorough understanding of the principles of the services available, work practices and processes.</p> <p>Achieved or working towards MSc in Advanced Childcare, level 5 Management Qualification or equivalent. Experience must be relevant to the service user group or equivalent experience to give an in-depth level of knowledge necessary to undertake the most complex cases.</p>	x		
	x	x	
<b>KNOWLEDGE AND EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced</b>
Significant direct experience of statutory child care work such as children in need, child protection, care proceedings, children in care and family support, working with the most complex and challenging areas of the service.	x		
	x		

<p>A comprehensive knowledge of legislation and professional codes of practice for the service area, including HR policies and employment legislation</p>	<p>X</p>		
<p>Knowledge and understanding of safeguarding protocols and levels of need.</p>	<p>X</p>		
<p>Ability to engage with service users and partner agencies within the relevant codes of practice values (dignity, respect etc) and model, promote and demonstrate the meaningful participation of children, young people and parents/carers in the process of assessments, planning, intervention and review, in all aspects of decision making and in shaping service delivery.</p>	<p>X</p>		
<p>Ability to manage/organise own work to meet agreed deadlines</p>	<p>X</p>		
<p>Ability to undertake case supervision and coaching to individual team members.</p>	<p>X</p>		
<p>Commitment to undertake regular supervision, appraisal and training to enhance personal skills and professional development.</p>	<p>X</p>		
<p>Understanding of financial constraints and monitoring budgets</p>	<p>X</p>		
<p>Understanding and recognition of professional &amp; personal boundaries</p>	<p>X</p>		
<p>Experience of allocating resources</p>		<p>X</p>	
<p>Experience of team planning and service improvement</p>		<p>X</p>	
<p>Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).</p>			

<p><b>COMPETENCIES</b></p> <p><u>Team Working</u> ~ Assists team members through mentoring and longer-term assistance, encourages and empowers others</p> <p><u>Strengths based / outcome focused</u> ~ sets challenging goals for self and others and identifies opportunities and barriers and deals with them to achieve service delivery</p> <p><u>Problem solving &amp; judgment</u> ~ facilitates others to solve problems, breaks down complex issues into manageable parts and thinks through the implications of decisions</p> <p><u>Planning &amp; Organising</u> ~ Prioritises and organising work for self and others, makes plans to meet the longer-term requirements of the team</p> <p><u>Business Awareness</u> ~ Understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p>			
<p><b>PERFORMANCE MEASURES</b></p> <ul style="list-style-type: none"> <li>• Quantifiable objectives ~ e.g. number of children and families you are working with, impact evaluation of service delivery, quality of records, etc</li> <li>• Feedback from children, young people and families, colleagues and partner agencies</li> <li>• Key Performance Indicators (assessment timescales, contacts and referrals managed in a timely manner)</li> <li>• Line manager assessment</li> </ul>			