



<b>Job description</b>	
<b>Job title</b>	Social Worker
<b>Pay Band</b>	ASYE – Pay Band J – Fixed Point – SCP 26 Newly Qualified – Pay Band J
<b>Service</b>	Children’s Social Care
<b>Accountable to</b>	Children’s Social Care Team Manager
<b>Date reviewed</b>	May 2019

**Purpose of the job**

Under the supervision of a Social Care Team Manager or Assistant Team Manager the post-holder will ensure that needs of children, young people and their families are assessed and responded to in a timely manner by working within legislation and following national and local guidance and procedures.

This may also include the management and supervision of a Child’s placement through meeting fostering and / or adoption regulations and standards.

**Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Promote the welfare and safeguarding of children, young people and their families in Knowsley.
2. To carry out timely assessments on children, young people and families in accordance with the Framework for Assessment and working together guidance.
3. Ensure assessments and planning for children and young people actively promote the participation and engagement of all relevant agencies, the child/young person and their family.
4. Complete direct work with children and young people.
5. As an ASYE you will be managing a caseload of 90% of a full caseload. This will increase to 100% once newly qualified status is reached.
6. Demonstrate that you practice to within the Professional Capabilities Framework (PCF) and Knowledge and Skills Statement (KSS) aligned to your grade and experience.



7. Follow the AYSE programme and beyond completion of this follow professional development pathway in order to progress to become an experienced Social Worker
8. Prepare / formulate care plans for children and young people which take account of their views wishes in the implementation of those care plans.
9. To maintain case records to a high standard and produce reports in accordance with the Service guidance / policy and procedure which reflect national guidelines using the relevant information technology.
10. To work in an anti oppressive manner and ensure that case records reflect this.
11. To participate in developmental activities as may be required, and to promote improvement of service or the use of resources.
12. To pursue appropriate personal and professional training and development opportunities as and when they occur to ensure compliance Social Work England and Service standards / expectations.
13. To comply with all the Council's financial regulations.
14. Any other duties (commensurate with the grade) which will assist the Service in meeting its objectives

### **Health and safety**

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line



manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.



<b>Person specification</b>			
<b>Post title</b>	Social Worker	<b>Pay Band</b>	ASYE – Pay Band J / Fixed Point 26 Newly Qualified – Pay Band J
<b>Service</b>		<b>Section/team</b>	Various

**\*\*\* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \*\*\***

<b>Criteria</b>	<b>Essential requirements</b>	<b>* M.O.A</b>
<b>Skills, knowledge, experience etc</b>		
3		A/I
4		I
5		A/I
6		A/I
7		
8		
<b>Qualifications</b>		
9		
10		
<b>Health and safety</b>		
11		
<b>Personal attributes and circumstances</b>		
12		
13		
14		I
15		I



Knowsley Council

**\*Method of assessment (\*M.O.A)**

**A** = Application form

**C** = Certificate

**E** = Exercise

**I** = Interview

**P** = Presentation

**T** = Test

**AC** = Assessment centre

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**



We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification