



# Job Profile comprising Job Description and Person Specification

## Job Description

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| <b>Job Title:</b><br>Social Worker / Senior Social Worker                         | <b>Grade:</b><br>SO2 – PO3                            |
| <b>Section:</b><br>Children’s Specialist Services                                 | <b>Directorate:</b><br>Children’s Services Department |
| <b>Responsible to Following Manager:</b><br>Team Manager / Assistant Team Manager | <b>Responsible for Following Staff:</b><br>N/A        |
| <b>Post Number/s:</b>   | <b>Last Review Date:</b>                              |

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

Social workers possess and practice the full range of social work values, knowledge and skills required to improve the lives of children and their families. They must be registered to practice with the General Social Care Council under the terms of the code of conduct for social workers.

Social workers demonstrate competence and confidence in assessment, planning, implementation and review (APIR) in a wide range of CIN cases, including child protection, care proceedings and looked after children cases. They work collaboratively with other professionals, co-ordinating the team around the child, in order to ensure a multi-disciplinary approach to safeguarding children and young people.

Social workers have the organisational skills to hold an average caseload of 15 CIN cases, depending on the nature of those cases, along with a number of other duties. They act as a

link professional, providing advice and consultancy to early years centres, schools and other settings, in line with Every Child Matters: Agenda for Change.

Social workers possess the technical skills to maximise the benefit of the Council electronic client recording/reporting tool, maintaining accurate, up-to-date child records in compliance with the Integrated Children's System.

Social workers are committed to continuously improving practice by developing their knowledge and skills through post qualifying training. They participate in high quality supervision that achieves an appropriate balance between reflective practice and accountability for performance/standards. They take part in rigorous self evaluation through annual appraisal and half year reviews.

This job description provides the core job description for all children's social workers. Specialisms are reflected in appropriate addendums.

### **Specific Duties and Responsibilities**

- Act as the lead professional in statutory cases that require a qualified social worker, including child protection, care proceedings and looked after children cases;
- Undertake the full range of social work tasks with children in need and their families; assessment, planning, implementation and review (APIR);
- Bring together and co-ordinate the team around the child to ensure a multi-disciplinary approach to APIR and safeguarding;
- Establish and develop collaborative working with allied health and social care practitioners from children's and adults' services;
- Promote and model effective working arrangements with schools, children's centres and other settings;
- Develop a good understanding of evidence based practice and integrate models of best practice into day to day service delivery;
- Participate positively in professional supervision and annual appraisal (PrP) review, taking personal responsibility for the quality of practice;
- Take part in case/practice audits and contribute to peer audit arrangements as required;
- Build professional credibility within the multi-professional partnership by achieving practice standards and meeting performance targets consistently; providing accredited practice teaching as required;

- Actively contribute to team working, supporting colleagues, covering for colleagues in their absence and taking part in team meetings and development events;
- Contribute to the development and delivery of the Team Improvement Plan;
- Understand and integrate into practice the key policies of the Council in relation to social care with children and families, especially multi-disciplinary working, integration and whole family approaches;
- Develop professional expertise in at least one of the key risk factors affecting the welfare of children; parental alcohol/substance misuse; parental mental health problems; domestic abuse; learning difficulties; and homelessness;
- Develop an excellent knowledge base of and collaborative working with local preventative and targeted family support services, particularly those provided by the voluntary and community sector;
- Demonstrate a high level of competence and confidence in the use of the Council electronic case recording/reporting tool, maintaining accurate and up-to-date child records in compliance with the Integrated Children's System;
- Promote and demonstrate the meaningful participation of children, young people and parents/carers in the process of APIR, in all aspects of decision making and in shaping service delivery;
- Understand, promote and integrate into practice Council policies in relation to valuing diversity and promoting equalities;
- Consider and put forward ideas for improving the efficiency and the effectiveness of Council services to children and families;
- Contribute to the review of Council policies and procedures, particularly guidance and protocols for social workers;
- Enhance and promote the reputation of the Council as a provider of high quality services to children and families.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.



- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

## Person Specification

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| <b>Section:</b><br>Children's Specialist Services               | <b>Directorate:</b><br>Children's Services Department |
| <b>Responsible to:</b><br>Team Manager / Assistant Team Manager | <b>Responsible for:</b><br>N/A                        |
| <b>Post Number/s:</b>   | <b>Last Review Date:</b>                              |

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

| Person Specification Requirements  | Assessed by<br>A & I/ T/ C<br>(see below for explanation) |
|--|---|
| <b>Knowledge</b>   |   |
| 1. Knowledge and understanding of the needs of children and young people; the ability to work effectively with children and their parents/carers and involve them in decision making.            | A & I   |
| 2. Applied knowledge of relevant legislation, guidance and best practice in safeguarding children, including the statutory duties of the Local Authority in ensuring the protection of children. | A & I   |
| 3. Strong team working skills to give and gain the support of team colleagues.   | A & I   |
| 4. A good understanding of prejudice and discrimination and the need for a Council policy on equal opportunities in service provision and a strong commitment to anti-discriminatory practice.   | A & I   |
| <b>Experience</b>  |   |
| 5. Experience of working together with others, across voluntary and statutory agencies, providing a social work service to children in need and their families, gained in statutory settings.    | A & I   |

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|---|-------|
| 6. Ability to use supervision and appraisals to maximise personal effectiveness and for professional development.   | A & I |
| 7. Ability to work flexible hours as required to meet the needs of children, young people and their families.   | A & I |
| <b>Skills</b>   |       |
| 8. Effective oral and written communication skills, including formal report writing.  | A & I |
| 9. Applied skills in a range of social work approaches and methods especially assessment, planning, implementation and review, facilitating the team around the child, aimed at improving outcomes and the life chances of vulnerable children. | A & I |
| 10. Ability to carry out assessments, including risk assessments, collecting and analysing all relevant information and following current guidance on the assessment of children in need and their families.                                    | A & I |
| 11. Ability to organise and prioritise own workload and to work under pressure, maintaining quality standards and meeting deadlines.  | A & I |
| 12. Ability to maintain accurate and up to date children's case records in compliance with Council procedures.  | A & I |
| <b>Qualifications</b>   |       |
| 13. Diploma in Social Work, CQSW, CSS, Bachelors or Masters Degree in Social Work or other professional social work qualification recognised by the GSCC for the purposes of registration in the UK.  | A & C |
| 14. HCPC Membership   | A & C |

**A – Application form/CV**

**I – Interview**

**T – Test**

**C - Certificate**