

## Job Profile comprising Job Description and Person Specification

### Job Description

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

#### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 in need (CIN) and their families. They must be registered to practice with Social Work England under the terms of the code of conduct for social workers.

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



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.

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

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 for children who need a qualified social worker, including child protection, care proceedings and looked after children.
- Undertake the full range of social work tasks with children in need and their families.
- Bring together and co-ordinate the team around the child to ensure a multi-disciplinary Family Safeguarding approach.
- Establish and develop collaborative working with health and social care partners 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 systemic practice and integrate models of best practice into day to day service delivery;
- Participate positively in professional supervision and annual appraisals, taking personal responsibility for the quality of practice;
- Take part in practice learning reviews and contribute learning from PLRs 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.
- 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.
- Promote and demonstrate the meaningful participation of children, young people and parents/carers 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 Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.



## Person Specification

<b>Job Title:</b> Social Worker/ Senior Social Worker	<b>Grade:</b> SO2 – PO3
<b>Section:</b> Children’s Specialist Services - Family Safeguarding and Supporting Disabled Children Service	<b>Directorate:</b> Children’s Services Department
<b>Responsible to:</b> Team Manager	<b>Responsible for:</b> N/A
<b>Post Number/s:</b>	<b>Last Review Date:</b> February 2025

### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements	Essential	Desirable	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>			
1. Knowledge and understanding of the needs of disabled children and young people; the ability to work effectively with disabled children and their parents/carers and involve them in decision making.	X		A & I
2. Applied knowledge of relevant legislation, guidance and best practice in safeguarding disabled children, including the statutory	X		A & I

duties of the Local Authority in ensuring the protection of children.			
3. Strong team working skills to give and gain the support of team colleagues.	X		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.	X		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.	X		A & I
6. Ability to use supervision and appraisals to maximise personal effectiveness and for professional development.	X		A & I
7. Ability to work flexible hours as required to meet the needs of children, young people and their families.	X		A & I
<b>Skills</b>			
8. Effective oral and written communication skills, including formal report writing.	X		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.	X		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.	X		A & I
11. Ability to organise and prioritise own workload and to work under pressure, maintaining quality standards and meeting deadlines.	X		A & I
12. Ability to maintain accurate and up to date children's case records in compliance with Council procedures.	X		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.	X		A & C
14. Social Work England Membership	X		A & C

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**