


## GLPC Job Description

	<b>Job Title</b>	Social Worker
	<b>Directorate</b>	Children and Young People
	<b>Department</b>	LAC and Permanency and Localities
	<b>Grade</b>	SO2, PO1, PO2 and PO3
	<b>Reports to</b>	Social Work Practice Consultant/Deputy Team Manager or Team Manager
	<b>Staffing Responsibility</b>	None

### Job Purpose:

1. Provide an excellent social work service which will enable our children and young people to fulfil their potential and achieve positive outcomes.
2. Ensure that the voice of the child is always heard and that the views of our young people are at the heart of all of our case planning.
3. Creating genuine partnerships with parents or carers.
4. Working in partnership with other agencies to provide effective and coordinated childcare services.

### Principal Accountabilities and Responsibilities:

#### At PO1:

1. Provide a high-quality social work service for children and families in line with statutory requirements and departmental policies and procedures.
2. Provide high quality child and family assessments in relation to children in need, those who require protection or those who are 'looked after' by the local authority.
3. To prepare reports under supervision of practice assessors and/or qualified social workers to courts to attend court hearings when necessary.
4. To hold a maximum caseload of 20 cases. To provide effective case plans for all children on your caseload and amend these when necessary. To regularly monitor and review the progress of young people.
5. Keep up to date and accurate records using the appropriate information technology.
6. Produce high quality written and verbal reports to a range of professional and legal forums.
7. Make professional decisions which comply with departmental policies and procedures and contribute to the priorities framework.
8. Participate in supervision, team meetings and the duty system within your team.
9. Respond in a clear and courteous manner to enquiries from the public and other agencies by telephone, correspondence or in face-to-face meetings.
10. Liaise effectively with relevant external agencies e.g., police, health authority etc. and with relevant colleagues in other divisions and council departments.
11. Understand and actively implement the council's Equal Opportunities Policy in professional practice and service delivery.

12. Assess situations where children are referred as being in need of support, protection, or care provision and take appropriate action based on evidence.
13. Plan quickly and effectively, involving children and carers as partners in decision making.
14. Provide effective preventative and support services to enable children to remain with their own families whenever possible.
15. To provide secure and permanent alternative homes for children who can no longer reside with their birth family. The Social Worker will ensure that the child has clear information about their background and can maintain contact with relatives whenever this is possible.
16. Participate in relevant training as required by their practice assessor or line manager.
17. Provide high quality assessments for child in need, child protection or looked after children cases.
18. Develop clear plans with specific actions and timescales to achieve agreed outcomes.
19. Monitoring and supervising the progress of our children in line with statutory requirements and local procedures.
20. To implement agreed care plans.
21. To prepare children for permanent placements (adoption and long-term fostering).
22. To help young people who will cease to be looked after preparing for independent living.
23. Safeguarding is everyone's responsibility, and all employees are required to act in a way that at all times safeguards the health and well-being of children and vulnerable adults.
24. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
25. Undertake any other duties commensurate with the general level of responsibility of this post.

Fostering, kinship and adoption social workers at PO1 will also be expected to undertake the following duties:

26. Be responsible for the assessment, supervision, and support of foster carers and prospective adopters when working in fostering and adoption service.
27. Promote and deliver publicity, marketing and recruitment campaigns to individuals and groups to generate new enquiries from the public to become foster carers (adoption and fostering teams).

**Newly qualified social workers (SO2) during their ASYE programme will undertake all of the above duties except that they will hold a maximum caseload of 12 cases of reduced complexity.**

Fostering, kinship and adoption social workers at PO1 will also be expected to undertake the following duties:

28. Provide secure and permanent alternative homes for children who can no longer reside with their birth family. The Social Worker will ensure that the child has clear information about their background and can maintain contact with relatives whenever this is possible.
29. Carry out high standard timely assessment, planning, review, and other activities in relation to holding and discharging responsibility for the assessment, supervision and support of foster carers and prospective adopters in accordance with legal, regulatory, and professional practice standards.
30. Conduct supervision and reviews of foster carers' approval with sufficient thoroughness to allow the fostering service to properly satisfy itself about their carer's on-going suitability to foster.
31. Make sound balanced professional judgements about foster carers' or prospective adopters' capacity to meet the needs of children and to act as a foster carer.
32. Provide effective practice in keeping foster carers and other professionals informed about the involvement of children's social care and progress of cases.

33. Make sound recommendations based on evidence-based analysis on the appropriate level of intervention in a carer's life, including initiating child protection processes.
34. Provide good practice in taking account of individual people's heritage and needs when assessing, planning, delivering or reviewing services for that individual. This means taking account of an individual's race, ethnicity, language, religion, sexual orientation, culture, and disability.
35. Apply effectively principles of anti-discriminatory practice in identifying and redressing the negative impact of racism, homophobia, discrimination based on gender, ethnicity, disability, class, culture, language or religion.
36. Undertake any relevant tasks related to service development in fostering and adoption.

**At PO2 (in addition to the above):**

37. To hold a maximum caseload of 20 cases with higher levels of complexity.
38. To manage cases in which there are higher levels of risk.
39. To attend case meetings as the main social work advisor.
40. To respond to instigation of legal action and provide expert evidence in court cases.
41. Undertake service development tasks as appropriate.

Fostering, kinship and adoption social workers at PO2 will also be expected to undertake following duties:

42. Provide co-ordination, support and challenge so that professionals are working effectively together for the child in placement
43. Prepare and present with minimal direction evidence and reports to Panels and Courts to secure the decisions that will enable the child to have a safe and secure childhood.
44. Carry out to a good standard action under Part 5 of the Children Act 1989 concerning the protection of children, including coordinating and contributing to child protection investigations, strategy meetings / discussions, child protection case conferences, making applications to the court and working with the police to ensure immediate protection needs are addressed.

**At PO3 (in addition to the above):**

45. To independently and regularly deal with the most complex and risky cases.
46. To regularly deal with legal applications and court cases relating to children.
47. To provide an excellent model of social work practice.
48. To attend key case meetings as a specialist social worker and chairing meetings where appropriate under the direction of a Team Manager.
49. To support and advise less experienced social workers within the council.
50. To deputise for Consultant Social Workers when required.

Fostering, kinship and adoption social workers at PO3 will also be expected to undertake following duties:

51. To independently and regularly deal with the most complex and risky cases when working with children and young people or their families or foster carers.
52. To showcase the best practice in undertaking fostering and adoption assessments or matching reports and presenting them to relevant Panels

Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including

to provide assistance where available) policies and procedures.

Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

Undertake any other duties commensurate with the general level of responsibility of this post.

<b>DBS Status</b>	<b><i>If working in Looked After Children and Permanency Service</i></b> = Enhanced and barred from working with adults and children  <b><i>If working in any other section</i></b> = Enhanced and barred from working with children
<b>Politically Restricted</b>	No

## Person Specification

	<b>To be identified by:</b> Application Form(A) Test/assessment (T) Interview (I)
<b>Qualifications and Professional Membership requirements:</b>  <b>At SO2:</b> <ul style="list-style-type: none"> <li>DipSW, CQSW, Social Work degree or equivalent qualification.</li> <li>Working towards ASYE.</li> </ul> <b>At PO1 (In addition to the above):</b> <ul style="list-style-type: none"> <li>Successful completion of ASYE programme.</li> </ul> <b>At PO2 (in addition to the above):</b> <ul style="list-style-type: none"> <li>Evidence of significant Continuing Professional Development (CPD)</li> <li>Full compliance with local and national professional development requirements</li> </ul> <b>At PO3 (in addition to the above):</b> <ul style="list-style-type: none"> <li>Substantial professional knowledge in at least one specialist area of practice</li> </ul>	   A   A   A A  A
<b>Knowledge (all essential criteria):</b>  <b>At SO2 and PO1 and PO2:</b> <ul style="list-style-type: none"> <li>Knowledge of childcare law and the ability to apply it to situations where children may be at risk or needing to be looked after.</li> <li>An understanding of the needs of children who are 'looked after' and the ability to develop appropriate plans for them in partnership with their parents/carers in a non-discriminatory way.</li> <li>A commitment to the Council's Equal Opportunities Policies and the ability to understand and implement the policies in relation to the job responsibilities.</li> </ul> <b>At PO3 (in addition to the above):</b> <ul style="list-style-type: none"> <li>Substantial professional knowledge in at least one specialist area of practice</li> </ul>	   A, I, T A, I, T A, I, T  A, I, T

<b>Experience (all essential criteria):</b>	
<b>At SO2:</b> <ul style="list-style-type: none"> <li>• Successful Completion of a professional social work training course.</li> </ul>	A, I, T
<b>At PO1:</b> <ul style="list-style-type: none"> <li>• Experience of dealing with a range of child social work cases in a full caseload.</li> </ul>	A, I, T
<b>At PO2:</b> <ul style="list-style-type: none"> <li>• Experience of dealing with more complex social work cases</li> <li>• Experience of dealing with families including taking legal action</li> </ul>	A, I, T A, I, T
<b>At PO3:</b> <ul style="list-style-type: none"> <li>• Experience of dealing with complex and challenging family issues involving high levels of risk</li> <li>• Experience of dealing with legal applications relating to children</li> <li>• Experience of supporting and developing less experienced social workers</li> <li>• Experience of service planning</li> </ul>	A, I, T A, I, T A, I, T A, I, T

<p><b>Skills and abilities (all essential criteria):</b></p> <p><b>At SO2:</b></p> <ul style="list-style-type: none"> <li>• Ability to pass a professional social work training course</li> <li>• Ability to successfully complete their ASYE year.</li> </ul> <p><b>At PO1 and PO2:</b></p> <ul style="list-style-type: none"> <li>• Ability to write in a clear, concise manner with appropriate grammar, style and language for the reader.</li> <li>• Ability to write reports that are clear, complete, analytical, focused and easily understood.</li> <li>• Ability to keep accurate records in line with policy or access to records by service user.</li> <li>• Demonstrate that social work practice focuses on positive outcomes for individual children and young people.</li> <li>• Ability to persevere with difficult or time-consuming jobs, overcoming obstacles and setbacks, in order to see tasks through to completion.</li> <li>• Ability to influence, convince or impress others in a way that results in agreement, acceptance or behaviour change.</li> <li>• Ability to interpret and apply the Children in Need Assessment Framework.</li> <li>• Ability to assess in a non-discriminatory way the needs of children and their families from all sections of the community and to develop and implement, in partnership with families and other professionals, effective plans.</li> <li>• Ability to prioritise a case load / workload, to be able to use line management supervision appropriately, to understand its purpose and importance and to be able to work as an effective member of a social work team.</li> </ul> <p><b>At PO3 (in addition to the above):</b></p> <ul style="list-style-type: none"> <li>• Ability to provide specialist advice in at least one area of practice.</li> <li>• Ability to plan social care services</li> <li>• Ability to deputise for Social Work Practice Consultants</li> </ul>	<p>A, I, T A, I, T</p> <p>A, I, T A, I, T A, I, T A, I, T A, I, T A, I, T A, I, T A, I, T A, I, T</p> <p>A, I, T A, I, T A, I, T</p>
<p><b>List desirable criteria:</b></p> <ul style="list-style-type: none"> <li>• Training on Signs of Safety or Systemic Practice or restorative approaches</li> </ul>	<p>A</p>