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**J o b D e s c r i p t i o n**

**Job Title: Senior Social Worker**

**Grade: PO4**

**ID Number:**

**Service Block: Children’s Care and Support**

**Reports to: Team Manager**

**Job Purpose**

* To act as a senior specialist member of a social work unit providing effective outstanding or excellent social work services to children and their families, with the purpose of safeguarding and promoting their welfare.
* To discharge the Authority’s responsibilities under the Children Acts 1989 & 2004 and other relevant legislation in respect of; children in need, children in need of protection and those in the care of the Local Authority.
* All post-holders are expected to maintain professional standards of practice and to work in accordance with Social Work England standards and the Division’s values, strategic objectives, procedures and managerial guidance.

**Specific Accountabilities of the Role**

* To h hold a caseload of complex children deemed to be at high risk of significant harm through a range of exploitative situations. The Senior worker will be expected to demonstrate the ability to record to a high standard capturing the voice of the child, show evidence of analysis and reflection throughout.
* To act as lead practice educator for the social work unit by providing support and advice and offer shadowing opportunities to Student Social Workers, Newly Qualified Social Workers subject to Assessed and Supported Year in Employment and missing children coordinatorsTo share specialist social work knowledge and research across the social work unit.
* To ensure the provision of a comprehensive induction for all new staff
* To ensure that services are efficiently and effectively provided, liaising as necessary with other Council Divisions, Health, Education, Police, voluntary and independent sector providers.
* Working within the London Child Protection procedures to undertake key work responsibilities for children subject to a child protection plan.
* To work collaboratively with other Council Divisions, Statutory Agencies including health, Education and Police, and other independent and voluntary service providers.
* Undertaking responsibilities towards children in care of the authority, including:

1. Formulating and progressing care plans in line with national and local procedures.
2. Ensuring that the health and education needs of all children in care are met in accordance with National Standards.
3. Ensuring that all procedural requirements with respect to reviewing, consultation and recording are adhered to.

* To maintain performance standards in line with Divisional expectations and national guidance, and to alert the Team Manager of any concerns in relation to staff performance.
* To support the development of relational practice across Children’s Social Care Divisions.

**Statutory requirements**

This post carries a requirement to have a Disclosure and Barring (DBS) check for Children. A Social Work degree and a current Social Work England registration.

**General Accountabilities and Responsibilities**

Project Management

Undertake assigned projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

People Management

* Ensure that staff assigned (directly and indirectly), understand the priorities, objectives and policies of the Council, Service and Division and are able to successfully implement decisions.
* Responsible for setting clear and fair objectives for employees and others assigned and to review employee’s performance against these objectives.
* Responsible for staff management and supervision including recording absence and carrying out return to work interviews, employee appraisals, and managing performance etc
* Ensure that staff are updated on matters that may affect them, including Council policies etc and drive compliance including the completion of mandatory training an in relation to managing information and data protection.
* Make sure that full confidentiality is respected by all staff.

Customer Care

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

General Accountabilities and Responsibilities (All roles)

* Ensure compliance with appropriate legislation, Council Policies, the Council Constitution (including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees’ Code of Conduct), Information Security Policies, Social Media Policy and other requirements of the Council.
* Ensure high standards of records management and assume responsibility for all information assigned to the post.
* Promote the development of a high quality individual need led service, to comply at all times with the Council’s policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
* Ensure compliance with and actively promote the Council’s Equalities and Diversity policies and strategies and comply with the Equality Act 2010.
* Ensure compliance with and actively promote Health and Safety at work legislation, Council and Service H&S policies and procedures.
* Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
* Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
* Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

**Person Specification Template**

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| **Post Title** | **Senior Social Worker** | **Grade** | **PO4** |
| **Section, Division** | **Children’s Care and Support** | **Date of Person Specification** | **10/19** |

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| **Job Requirements** | | **Criteria**  **(E or D)** | **Method of Assessment** | **Job Requirements** | | **Criteria**  **(E or D)** | **Method of Assessment** |
| **Education, Training and Qualifications** | Educated to DIPSW or degree level in social work | E | A | **Knowledge, Skills and Experience** | Minimum 3 years social work experience  (post qualification) | E | A/I |
| Social Work England registration | E | A | Knowledge of theory and current research relating to children’s or adults social care and anti-oppressive practice | E | A/I |
| Evidence of Post qualification study – and any Higher Specialist/Advanced Award  /or Practice Educator Award | E | A/I | Good understanding of contextual safeguarding and exploitation in adolescents | E | A/I |
| **Communication, Contacts and Relationships** | Represents the Department in a support/advisory capacity at internal and external meetings  prepares detailed reports for  Child Protection  Conferences, Family  Proceedings etc; presents at  these unaccompanied  frequently called upon to  deal with complex or  contentious communications,  demanding sensitivity and a  considerable degree of  discretion  Ability to communicate effectively with adolescents and their families / To communicate and build constructive relationships with a broad range of partner agencies | E | A/I | **Equality and Diversity** | Experience of incorporating Equalities and Diversity into all areas of responsibility. | E | A/I |
| **Creativity and Innovation** | Ability to develop and deliver new initiatives and ideas | E | A/I | **Resources, data protection and information governance.** | Experience of managing budgets and a good understanding of value for money. | D | A/I |
| Supervision / Management of People | Provides support, advice and  guidance to all staff in the  Team on complex cases and  Issues Occasional  supervision of e.g. students,  contractors, temporary  placements, allocating work  and checking for quality and  quantity. | E | A/I | **Work Demands and Decisions** | Decisions that could affect  other Departments or the  provision of service to the  public.  Takes decisions on complex and contentious matters  seeking advice where  deemed necessary | E  E | A/I  A/I |
| Substantial personal  Autonomy. Manages own time and workload, keeping Line Manager informed  Contribution to Team and Service Targets  High expectations of self and others; self-critical | E  E  E | A/I  A/I  A/I |  |  |  |
| **Any additional factors e.g. specialist “know how”** | | | | |  |  |  |
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| **Criteria** | E - Essential | **Method of Assessment** | AF - Application Form |
| D - Desirable | C - Assessment Centre |
| **DWP “Disability Confident Employer” Accreditation**  Applicants with a disability or impairment will be shortlisted for interview if the meet the minimum (essential) criteria for the job.  **Armed Forces Community Covenant**  All personnel and veterans who have left the armed forces within the last 24 months will be offered an interview if they meet the minimum (essential) criteria for the job. | I - Interview |
| T - Test |
| W - Workplace Assessment or job trial |
| O - Other (please detail below) |

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| **OUR VALUES** | **DRIVE BEHAVIOURS** |
| **Deliver** | * I know what is expected of me as a Barking and Dagenham Leader and Manager * I take ownership, creating the right conditions for my team to follow my example |
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| **Respond** | * I am relentlessly reliable, I set high standards, encourage improvement and support my team to achieve high levels of performance. |
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| **Inspire** | * I understand how the council is working to change the borough for the better and communicate this with my team in a meaningful way so that they understand the part that the part that they play. |
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| **Value** | * I encourage my team to learn, grow, develop and collaborate with others to achieve their potential. * I take pride in my work, am a role model to others and lead my team |
|  | |
| **Engage** | * I am visible and accessible. I listen and recognise a job well done. * I empower my team to challenge the way we do things, so we improve services and new kinds of relationships with our residents and customers. |