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| **Job Description** |  |
| **Role Title** | **Social Worker SEND** |
| **Job Family** | **Peoples Directorate** |
| **Location** | **Special Educational Needs and Disability (SEND)** **Service (0-25), Wood Street Health Centre, 6 Linford Road, London E17 3LA** |
| **Pay Range / Scale** | **Indicative PO3** |
| **Purpose** | |
| To manage a caseload involving the assessment of needs, determining the appropriate support plan / care package and ensuring its implementation to maintain or improve wellbeing. To ensure that children and young adults are appropriately safeguarded and to offer advice about safeguarding signs and thresholds to colleagues within the Special Education needs and Disability Service | |
| ***Generic Accountabilities*** | *End Results/ Outcomes* |
| Conduct assessments of children and young adult’s circumstances and issues to determine intervention / referral to the appropriate service. | Accurate identification of Children and Young Adults eligible needs within agreed timescales, including addressing safeguarding requirements for children and young adults.  Risk to the health, safety and wellbeing of children and the public is effectively identified, evaluated, reduced where possible and recorded. |
| Plan and implement interventions and actions for allocated cases. Monitor and review cases. Assess in more complex cases with guidance. | Provision of agreed intervention is delivered / co-ordinated in conjunction with identified networks.  Support to children, young adults and carers is provided to the required standards and timescales.  Children, young adults and/or carers assessed needs continue to be evaluated. Liaise with other partners where appropriate to ensure this. Timely appropriate action is taken and recorded on any risks identified. Timely transition to relevant adults’ services as agreed at panels.  Implementation of statutory duties where required. |
| Provide professional advice and guidance to colleagues and partner agencies supporting children and young adults. | Professional advice and interpretation are provided on procedures, policy, legislation, systems, methods etc.  Cases are escalated as appropriate to the needs of each child and young adult. |
| Liaise internally and externally and work with colleagues from other agencies to ensure children, young adults and carers are supported. | Agreed clear, accurate and appropriate information is shared via the most appropriate channel.  Timely actions taken are appropriate to the known circumstances.  Challenge on the effectiveness of provision on cases is provided internally and to external partners. |
| Maintain properly documented case files, records and information. Prepare standard reports as required. | Clear record of actions, circumstances and decisions are provided.  Information is managed in compliance with LBWF requirements, procedures, national legislation and best practice. |
| Carry out all duties with an awareness and understanding of the Safeguarding requirements within area of responsibility. | Work complies with all safeguarding policies and procedures that apply to the role or are in use within the Council or specified by the Waltham Forest Safeguarding Children’s (or Adults) Boards.  Behaviours and actions support the safeguarding of children or vulnerable young adults as appropriate. Bring Safeguarding concerns to the attention of Social Workers and Manager in Children’s /Adult Social Care, liaising as required. |
| Provide advice and support to children and young adults to assist in completing financial assessments. | Provide clear and accurate advice on complex financial options / issues. |
| Proactively develop professional knowledge, skills and behaviours. | Take responsibility for identifying and pursuing own professional practice and development needs.  Regularly self-assess against the Professional Capability Framework and keep up to date with associated practice within the appropriate field where required.  Maintain an evidence log for achievement against objectives, behaviours and learning activities to the minimum standard expected by Social Work England and in line with any accreditation scheme that may apply.  Participate in regular practice reflection and supervision.  Participate in job rotation within the service. |
| Supports colleagues in the team. | Contribute to the development of others (e.g. through sharing knowledge, skills and experience or providing feedback). |
| Act in accordance with all policies and procedures which apply to the job and understand the reasons for this. | All policies and procedures are complied with. |
| **Job Specific Accountabilities – PO3** | |
| Is able to embed Social Work practice across the range of cases at a complex level in a multidisciplinary setting and demonstrate competency to make independent decisions incorporating use of analysis, critical thinking and supervision.  Demonstrates competency to make independent decisions incorporating the use of analysis, critical thinking and supervision.  Demonstrates a robust understanding and consistent application of evidence-based and reflective practice.  Appraisals indicate that activity reflects/ demonstrates work of an adequate or above standard quality.  Direct observations are linked to appraisal.  Able to demonstrate the ability to support student placements / professional mentoring opportunities.  Will actively support the SEND and Peoples Directorate and participate in cross cutting and thematic issues contributing to strategic development such as Think Family.  Represents Waltham Forest at forums in addition to the daily role.  Demonstrates commitment to own continuous professional development (CPD). | |

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| ***Nature of Contacts*** |
| Work directly with children and young adults with disabilities and their families: the work has significant implications for the well-being of individuals. Professional colleagues, other providers and external agencies to gather and exchange information and co-ordinate actions.  Liaise with external and internal partners and other agencies on day-to-day service issues, co-ordinate actions and support the writing of good quality EHCP (Education, Health and Care Plans). Work with a range of agencies and extended services, to support children and young adults and promote good practice.  Sensitivity, persuasiveness, negotiation and assertiveness skills are required to communicate with diverse audiences in emotive circumstances. Ability to build trust and build confidence with children and young adults, carers and colleagues. May need to manage challenging behaviour and situations.  Maintains good working relationships with other professionals whilst challenging the decisions of other statutory agencies. |
| ***Procedural Context*** |
| This social worker role works with children and young adults with disabilities / complex needs, vulnerable adults, their families and carers within the 0-25 range legislative framework. The social worker role is an expert in managing uncertainty, developing mutually trusting and respectful relationships with people, making fine judgements about risk and daring to work creatively and innovatively. Using their skills in communication and empowerment to enable people to take considered risks, the social worker will deliver a service that supports children and young adults with disabilities / complex needs, vulnerable adults, their families and carers, to assess their own needs and capacity, promote and enable their independence, manage risk and uncertainty.  Unpredictable work environment – may involve visiting people in their homes or hospital setting to carry out or complete evidence – based assessments and develop appropriate plans. Likely to involve disruption to planned work in order to respond to situations requiring immediate decisions and action. It will involve occasional isolated working outside core hours and mobile working. |
| ***Key Facts and Figures***  The team is divided into two regarding social workers who have experience in either children’s or young adult cases. |

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| **Resourcing**  Budget Responsibilities**:** None  Supervisory Responsibilities: None |

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| **Competency Level: Principal Officer**  Reports To: Team Manager  Responsible For: NA  Special Conditions: Clear Enhanced CRB check required  This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore you will be restricted from political activity. In some cases it is possible to gain exemption for this provision.  This position is exempt under the Rehabilitation of Offenders Act 1974. This means you will have access to vulnerable groups such as young people, the elderly and children. Any offer of appointment will be subject to a satisfactory Enhanced/Standard Disclosure from the Criminal Records Bureau. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offences(s). |

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| **Knowledge, Skills and Experience** |
| * Proven social work experience /placement in a Children & Families or Adults Social Care setting/ minimum of two year’s post qualifying experience. * Demonstrable knowledge and experience of issues relating to children with disabilities or adults with learning difficulties including relevant legislation, guidance & procedures. * Experience of service delivery which is culturally sensitive and responsive to the needs of a multi-cultural community. * Ability to work as a team member. * Ability to work under regular supervision from a line manager. * Ability to work effectively under pressure. * Ability to prioritise work. * Ability to ensure Performance Indicators relating to service areas are met. * Ability to participate in change effectively. * Ability to communicate clearly verbally and in writing and to follow through on required actions. * Commitment to the participation of children, young people, young adults and their families both at an individual and service level. * Able to work flexible or unsocial hours at short notice. * Detailed working knowledge of the Children Acts 1989 and 2004, Children and Families Act 2014 or Care Act 2014, Mental Health Capacity Act 2005, DOLS and any other relevant legislation, procedures and guidance relating to children, families and young adults. * Awareness of current issues in disabilities and complex / special needs. * Good ICT skills – both standard Microsoft applications and social care record and data systems. * Commitment to the Council’s equal opportunities policy and acceptance of their responsibility for its practical application. * To understand and comply with the requirements of the Health and Safety at Work Act 1974. |
| **Essential Qualifications** |
| DipSW or equivalent CCETSW recognised qualification  / Commitment to achieving PQ or PQCCA |
| The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed. |

**PERSON SPECIFICATION**



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| Position Title: | Qualified Social Worker | Date Prepared: | 05.03.2018 |
| Directorate: | Families and Homes | Grade: PO3 |  |
| Location: | Disability Enablement Service (0-25), Wood Street Health Centre, 6 Linford Road, London E17 3LA | | |
| AF= Application Form I= Interview T= Test | | | |

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| Person Specification | Essential | Desirable | Method of Assessment |
| 1. **EXPERIENCE**    1. Proven social work experience in a Children & Families setting,    2. Demonstrable knowledge and experience of issues relating to children in need, safeguarding , looked after children, including relevant legislation    3. Experience of undertaking complex casework within a statutory children’s setting    4. Experience of service delivery which is culturally sensitive and responsive to the needs of a multi-cultural community    5. Experience of working with other agencies in a multi-disciplinary manner | E  E  E  E  E |  | AF/I  AF/I  AF/I/T  AF/I  AF/I |
| 1. **SPECIAL ABILITIES/APTITUDES**    1. Ability to work as a team member    2. Ability to promote good practise within the team, and provide consultation & supervision    3. Ability to work under regular supervision from a line manager    4. Ability to work effectively under pressure    5. Ability to prioritise work    6. Ability to ensure Performance Indicators relating to service areas are met    7. Ability to participate in change effectively    8. Ability to communicate clearly verbally and in writing, and to follow through required actions    9. Commitment to the participation of children, young adults and their families both at an individual and service level. | E  E  E  E  E  E  E  E  E | D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| 1. **OTHER POSITION SPECIFIC REQUIREMENTS**    1. Able to work flexible or unsocial hours at short notice.    2. Detailed working knowledge of the Children Acts 1989, 2004 and Care act 2014 MCA, DOLS and other relevant legislation, procedures and guidance relating to children, young adults and their families    3. Awareness of current issues in child care policy and practice    4. Commitment to the Council’s Equal Opportunities Policy and Acceptance of their responsibility for its practical application.    5. To understand and comply with the requirements of the Health and Safety at Work Act 1974. | E  E  E  E  E |  | AF/I  AF/I  AF/I  AF/I  AF/I |
| 1. **EDUCATION AND TRAINING**    1. DipSW or equivalent CCETSW recognised qualification    2. Holder of current Social Work England registration    3. Commitment to achieving PQ or PQCCA | E  E  E |  | AF/I  AF/I  AF/I |
| 1. **DISQUALIFYING FACTORS**   5.1 Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council’s Equal Opportunities Policy. |  |  | AF/I |