

LONDON BOROUGH OF REDBRIDGE ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title:	NQSW/ Social Worker/Senior Social Worker		
Directorate:	People	QSW Grade:	SCP 1-15
Department:	Children's Services	Hours/weeks:	Flexibility subject to business needs.
Function:		Post number:	
Team:		Base/location:	
Reports to:	Team Manager		
Responsible for:	No direct line management but may be responsible for the supervision of students, and work placement staff on occasion.		

Role and Context

Overall Role Purpose:	<p>To provide a quality social work service to children, young people and their families/carers to ensure an environment which safeguards and promotes their welfare, and enables children wherever possible to remain within their family and community.</p> <p>Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures and agendas faced by agencies working with children, young people and their families.</p>
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Role Context:	<p>Children's Services deliver services to vulnerable children, young people and complex families. The role reports directly to a Practice Manager and will be a member of a small team of professionals focussed on delivering excellent social work practice within a particular area of service including: Child Protection and Assessment, Early Intervention, Community Social Work, Safeguarding & Quality Assurance, Looked after Children, Fostering & Adoption, Children with Disabilities.</p> <p>You will be responsible for delivering the highest possible standards in Social Work practice, working within defined legal frameworks, policy and procedures.</p> <p>We are committed to the ongoing development of our professional social care staff by establishing transparent career pathways so staff know what they need to do to progress and aligning progression with performance outcomes. Our Career Progression Framework is closely linked to the Social Work Professional Capabilities Framework and introduces clear levels of performance and achievement in social work that are directly linked to levels of pay. This can also be used to help identify strengths and areas for development.</p> <p>You will have regular supervision for effective practice, reflection and career development and have the opportunity to participate in programmes of training and associated work experience for social work progression. You will develop an awareness of your own areas for development, and establish a network of internal and external colleagues from whom to seek advice and expertise. When you and your manager feel you are ready to progress you will have the opportunity to demonstrate how your skills and capabilities meet the Social Work Professional Capabilities Framework at the next level which will then be assessed by a moderation panel. The panel meets every 6 months.</p>
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Duties and Responsibilities

This Job Description is a guide to the level and range of responsibilities the post holder, as a Social Worker registered with Social Work England, will be expected to undertake.

To maintain registration the postholder is required to comply with the Standards of Proficiency for Social Workers in England. All Social Workers are required to re-register with Social Work England every two years and submit evidence of Continuous Professional Development (CPD) and standards of proficiency at the PCF experience level. Redbridge offer a range of learning and development opportunities and activities to support Social Workers maintain and develop their career. The evidence of demonstrating professional capabilities will form part of the performance management process.

In addition, the post holder is expected to operate within and evidence all aspects of the relevant level of the Professional Capabilities Framework (PCF) as set by The College of Social Work and main duties could include the following:

At level 1 (NQS)

- To undertake a range of children and families and safeguarding assessments.
- To undertake assessments in accordance with central government and local guidelines and where appropriate prepare, present and implement plans for work with children and their families based on such assessments.
- To support children and their families so that children will be maintained in a safe environment within the family network
- To initiate where necessary Care Proceedings, attend Court and represent the Local Authority.
- To support children who are looked after by this authority. Formulate, prepare and implement appropriate care plans in line with CL.A. procedures.
- To prepare and present a range of reports including reports for Court, Child Care Reviews, C.P. Conferences and planning meetings.
- Manage workload, seeking support and suggesting solutions for workload difficulties.
- Commission a range services designed to minimise risks and improve the wellbeing of service users and their carers
- To have knowledge of services relevant to individuals, families, carers, groups and communities (not just those offered by the council) and how to access other relevant services.
- To be accountable for your practice and involve individuals, families, carers, groups and communities in decision making, offering them choices, options and linking them to support groups and networks
- To help individuals, families, carers, groups and communities represent their views in all meetings affecting them and work effectively with others to improve services offered to them
- To work with children and their families to ensure where appropriate a re-unification, where short term separation has been necessary.
- Negotiate and establish boundaries to underpin partnership work with service users, carers and their networks, using transparency and honesty.
- Raise and address issues of poor practice, internally via organisation procedures, and then independently if required.
- To have particular regard to all safeguarding issues and to ensure that they are raised appropriately through professional and managerial channels.
- Ensure practice is underpinned by evidence, policy, procedures and code of conduct to promote individuals' rights to determine their own solutions, promoting problem-solving skills, whilst recognising how and when self-determination may be constrained by legislation.
- Recognise discriminatory practices and develop a range of approaches to appropriately challenge service users, colleagues and senior managers.
- Draw on a range of evidence sources to inform decision making. Ensure hypotheses and options are reviewed to inform judgement and decision making. Ensure that you evidence that you routinely consult with service users and accurately capture their wishes and feelings.
- Critically reflect on and manage the power of your role in your relationship with others.

- Enable and support people to consider and pursue a range of options that may enhance economic status (through access to education, work, housing, health services and welfare benefits) and wellbeing.

At level 2 Social Worker you will be expected to practice effectively, exercising higher quality judgements, in situations of increasing complexity, risk, uncertainty and challenge. Through a growing understanding you will anticipate, but not pre-judge the issues that may develop. You will have greater confidence and independence (whilst accessing support when needed), and use your initiative to broaden your repertoire of responses; you will have expertise in one or more areas of practice, be familiar with local resource networks and be recognised by peers as a source of reliable knowledge and advice.

At level 3 Social Worker you will be starting to demonstrate the level descriptors in the PCF of the Experienced Social Worker. Experienced social workers are more autonomous in their role. They demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. You will start to take responsibility and be accountable for the practice of others, mentoring newly qualified social workers, and supervising the work of less experienced practitioners. You will undertake capacity-building with individuals, families, communities, user groups and voluntary organisations, and contribute your views on service provision to commissioners.

Senior Social Worker

(Progression to this level will be subject to the decision of the Career Progression Panel)

You will be fully demonstrating the level descriptors in the PCF of the Experienced Social Worker. You will work autonomously and demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. You will manage complex caseloads, and offer expert opinion within the organisation and to others. You will chair a range of meetings, offer expert support to case conferences, and produce high quality assessments and reports for a range of functions. You will model good practice, setting expectations for others and take responsibility and be accountable for the practice of others, mentoring newly qualified social workers, and supervising the work of less experienced practitioners. You will undertake capacity-building with individuals, families, communities, user groups and voluntary organisations, and contribute their views on service provision to commissioners.

Career Progression

Progression between levels is characterised by development of people's ability to manage complexity, risk, ambiguity and increasingly autonomous decision making across a range of situations.

- Level of confidence, underpinned by practice experience, reflection and deepening understanding
- The increasing ability to work independently and to collaborate on equal terms with members of other professions
- The quality of the judgements made, and the level of ability to explain and justify them
- Efficacy of the work undertaken and the outcomes achieved, including opportunities for preventive work
- The ability to use initiative, form constructive alliances and to act as a change agent
- The ability to engage effectively with situations of increasing complexity and challenge, for example those with:
 - multi-agency input
 - complex family / organisational dynamics
 - serious hostility and conflicts of interest
 - multiple problems / disadvantages
 - multiple / significant risk factors
 - need to take into account the public interest
- The appropriate use of authority and challenge
- The ability and commitment to educate and provide professional supervision to others
- Demonstration of leadership, management and research.

Professional Practice:

Demonstrate through your practice an understanding and use of knowledge related to your area of practice, including critical awareness of current issues and new evidence based practice research.

Demonstrate knowledge and application of appropriate legal and policy frameworks and guidance that inform and mandate social work practice. Apply legal reasoning, using professional legal expertise and advice appropriately, recognising where scope for professional judgement exists.

Demonstrate in practice and recording a working knowledge of human growth and development throughout the life course.

Demonstrate, through adjusting your practice, the short and long term impact of psychological, socio-economic, environmental and physiological factors on people's lives, taking into account age and development, and how this informs practice.

Demonstrate understanding of the journey of the child and ensure that the voice of the child or young person is incorporated effectively into care planning.

Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice

Acknowledge the centrality of relationships for people and the key concepts of attachment, separation, loss, change and resilience.

Develop interventions with children and families that are clearly based upon an understanding of forms of harm and their impact on people, and the implications for practice, drawing on concepts of strength, resilience, vulnerability, risk and resistance.

Utilise a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities to develop methods of intervention derived from them

Demonstrate through practice a critical understanding of social welfare policy, its evolution, implementation and impact on people, social work, other professions, and inter-agency working.

Recognise the contribution, and make use of research to inform practice and apply the lessons from research to practice.

Participate in group work, multi-agency work, family work and individual direct work with children and their families.

Use structured assessment tools and models informed by evidence to assess risk factors and to review progress in all cases.

Prepare and present a range of written reports, including Reports to Courts, Reviews, Case Conferences, and other meetings enabling the appropriate decisions to be made.

Professional Responsibilities:

Keep up-to-date with evidence informed practice about what is most effective in working with children, young people and families.

Ensure that all activities are carried out in accordance with relevant legislation and comply with all local and national policies, protocols and guidance i.e. Working Together to Safeguard Children, London Child Protection Procedures.

Comply with the Data Protection Act and ensure compliance with all local information governance requirements.

Carry out appropriate administrative tasks in support of the work including maintaining records, preparing statistical returns and completing internal documentation.

Attend all relevant internal meetings, and represent Children's Services at external meetings as required. Contribute to the review and achievement of the set targets in local and corporate plans. Contribute to the development of your Team on an on-going basis.

Participate in all relevant learning and development activities and other opportunities for continuous professional development. In particular to take responsibility for participating in up to date safeguarding training on a regular basis.

Be prepared to engage in all areas of work across the scope of Children's Services.

Work flexibly, including evening and occasional weekend work including participation in Office Duty Rota.

All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities (available on the Redbridge Council website). These include responsibilities for outcomes regarding Equality, Conduct & Behaviour, Health & Safety, Data Protection, Safeguarding and Customer Care. The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required by the line manager, which are broadly commensurate with the job level and scope of competence.

Person Specification		
Knowledge & Experience		<i>Method of candidate assessment: A = Application form I = Interview T = Test</i>
Statutory or Mandatory qualifications:	Recognised Social Work qualification (i.e. CQSW, DipSW, BA Hons Social Work or other relevant degree in Social Work). Current Social Work England registration	A
Knowledge / Experience	At level 1 Experience of working with children, families and carers including: <ul style="list-style-type: none"> • Understanding of training in assessment work in a children's and families or youth justice or related setting • Knowledge of the issues in relation to child protection/Safeguarding and court work • Must be able to provide evidence of continuing professional development 	A-I
	At level 2 Proven Social Work experience with children, families and carers including: <ul style="list-style-type: none"> • Assessment work in a children and families or youth justice or related setting. • Experience and knowledge in successfully undertaking Child Protection/Safeguarding and court work. • Working within a multi agency Duty System • Experience and evidence of working to the relevant level professional capabilities framework • Must be able to provide evidence of continuing professional development 	A-I
	At level 3 Extensive post qualification experience with children, families and carers including: <ul style="list-style-type: none"> • Assessment work in a children and families or youth justice or related setting. • Experience and knowledge in successfully undertaking complex Child Protection/Safeguarding and presenting cases in court. • Working independently within a social work duty system in a multi agency context • Experience and evidence of working to the relevant level professional capabilities framework • Must be able to provide evidence of continuing professional development 	A-I
	At Senior Social Work level <ul style="list-style-type: none"> • Ability to manage complex cases and assist colleagues to carry out statutory requirements • Ability to develop strategies to support children in need and to take appropriate action to formulate plans for intervention. • Knowledge and understanding of current issues in children's social work practice, particularly in relation to child protection • Assessment work in a children and families or youth justice or related setting. • Experience and knowledge in successfully undertaking complex Child Protection/Safeguarding and presenting cases in court. • Experience of undertaking investigations under Section 47 CA • Working independently within a social work duty system in a multi agency context • Experience of developing and delivering care plans within limited resources including commissioning services with regard to financial procedures • Experience and evidence of working to the relevant level professional capabilities framework • Must be able to provide evidence of continuing professional development 	A-I

Skills / Abilities	<p>Ability to undertake assessments of need, working to agreed local threshold and eligibility criteria.</p> <p>Ability to recognise signs of harm, abuse or neglect and respond to them appropriately to improve safeguarding</p> <p>Ability to undertake professional duties to comply with statutory duties within legislation, e.g. Children's Act, and within the framework of the organisational Policies and Procedures.</p> <p>Ability to formulate and implement effective outcome based child in need, child protection and interventions plans.</p> <p>Ability to communicate appropriately in a timely way with children and young people in a language they understand which is clear, fluent, concise and jargon free and in a courteous, calm and professional manner.</p> <p>Ability to listen effectively so that views of the children and their parents / carers, effect appropriate involvement in care planning.</p> <p>Application of evidence based practice.</p> <p>Ability to work collaboratively and in Partnership with the representatives of other agencies working with the children and their parents/ carers.</p> <p>Ability to record accurately and timely the necessary data on the Children's Services case recording systems (Protocol, CareWorks etc.)</p> <p>Ability to prepare clear and well written court reports and attend and give evidence where appropriate in court.</p> <p>Ability to co-operate and work well with others, support colleagues in both team goals, sharing information and learning whilst supporting others.</p> <p>Ability to use the supervisory process effectively to ensure safe methods of practice.</p>	A-I
Corporate Accountabilities	All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities (available on the Redbridge Council website). These include responsibilities for outcomes regarding Equality, Conduct & Behaviour, Health & Safety, Data Protection, Safeguarding and Customer Care.	A-I
Corporate Behaviours	The Council has a set of behaviours that all employees are expected to deliver in the performance of their role. The behaviour framework can be found on the Councils internet page, and these should be reflected in your application and the way you work. As part of an individual's personal development Redbridge expects employees of all levels to be continuously developing these core behaviours.	A-I
Effective and Collaborative Team Working	<ul style="list-style-type: none"> • To take responsibility for personal development and actively participate in all learning and development. • To participate in the ongoing development, implementation and monitoring of service plans. <p>To support and contribute to value for money, service efficiency and improvement.</p>	A-I
Working Pattern and travel	Flexible work patterns are available and you should be able to work some evenings and occasional Saturdays / Bank Holidays	
Safeguarding and Disclosure	A current Disclosure and Barring Service Check.	
Special Factors or Constraints		

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