

<b>Job Title:</b> Newly Qualified Social Worker (ASYE)	<b>Role Profile Number:</b>
<b>Grade:</b> N5 <b>Salary:</b> £29,900	<b>Date Prepared:</b> August 2016
<b>Directorate/Group:</b> Children, Families and Community Health	<b>Reporting to:</b> Assistant Team Manager
<b>Structure Chart attached:</b>	Yes

### **Job Purpose**

- ☐ To provide professional and comprehensive casework to a caseload of children and young people appropriate to experience and capabilities.
- ☐ To ensure the highest of professional standards and good overall knowledge of relevant legislation regulation and practice methods
- ☐ To contribute to the provision of good quality services which integrate government and local initiatives and guidance including, for example, Working Together, Child Protection procedures, Looked After Children's processes, the Assessment Framework and Common Assessment Framework

### **Key Accountabilities Casework**

- ☐ Manage an allocated protected caseload allocated caseload deemed suitable for a NQSW, undertaking assessments and other work to meet statutory requirements.
- ☐ Work within Swindon Borough Council policies, procedures and good practice guidelines in order to meet the needs of children and families.
- ☐ Work with children and young people, families, carers and communities to help them make informed decisions, engender change enabling them to clarify and express their needs and contribute to service planning.
- ☐ Ensure that work is up to date, with tasks completed to time scales set.
- ☐ Ensure supervisor is kept fully apprised of problems arising from casework, workload and seek advice as and when necessary.
- ☐ When working with families recognise monitor and assess risk, escalating issues to managers in a timely manner.
- ☐ Develop and maintain positive working relationships with service users and other professionals.
- ☐ Liaise with colleagues in own and other teams/departments and external agencies in order to gather information to inform assessment and care planning, joint planning and delivery of interventions.
- ☐ Maintain up to date case notes and other records, write reports as required.
- ☐ Participate in planning and reviewing the cases of children in care and supervise fostering/adoption arrangements.
- ☐ Act as lead professional and lead and monitor multi agency actions and objectives.

- ☐ Where appropriate act as the duty worker for the team responding to queries and issues.

**Continuous professional development**

- ☐ Use supervision to reflect on cases and own skill development.
- ☐ Keep up to date with contemporary issues in children’s social work, including legislation and evidence- based practice, and use this to inform working practice.
- ☐ Identify own individual learning needs in line with the requirements of the ASYE and Social Work England and attend relevant training and development opportunities.
- ☐ Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- ☐ Recognise health and safety is a responsibility of every employee, take reasonable care of self and others and comply with the Council’s Health and Safety policy and any service-specific procedures/rules that apply to this role.
- ☐ Carry out any other duties, commensurate with the post, as may be required for the efficient running of the service

**Qualifications, Knowledge & Experience**

See below sheet

**Creativity and Innovation**

- ☐ Innovative and able to recognise and develop the potential for doing things differently
- ☐ Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal partners that interact with this role.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Budget Holder Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>None</p>
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**Contacts and Relationships**

Clients, Managers, other Professionals, Frontline staff, External Agencies, other Local Authorities

**Values and Behaviours**

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

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## **Values & Ethics**

Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making, including through partnership with people who use their services. Social workers are knowledgeable about the value base of their profession, its ethical standards and relevant law.

### **Self- Awareness**

- ☐ Awareness of one's own behaviour, values, attitudes, strengths and weaknesses.
- ☐ Ability to reflect on one's behaviour and change them.

### **Integrity**

- ☐ Authenticity – being yourself and not wanting to look good or avoiding to look bad,
- ☐ Leading by example – being the role model you wish others to grow into.

### **Collaboration**

- ☐ Giving space to others and not imposing own views or judgements
- ☐ Enabling development through co-creation and collective learning

### **Meaningful Relationships**

- ☐ Is compassionate and accepting of others
- ☐ Connecting with others at an honest human level

### **Resilience**

- ☐ To be aware of and utilise personal strengths and resources to endure tough times
- ☐ Keeping a positive outlook and using challenges as personal growth

### **Clarity of Intention**

- ☐ Clear and effective communicator
- ☐ Is purposeful and makes decisions

## **Professional Capabilities Framework**

**By the end of last placement/ the completion of qualifying programmes, newly qualified social workers;** *should have demonstrated the K/S/V to work with a range of user groups, and the ability to undertake a range of tasks at a foundation level, the capacity to work with more complex situations; they should be able to work more autonomously, whilst recognising that the final decision will still rest with their supervisor; they will seek appropriate support and supervision.*

**By the end of the ASYE the social worker;** *should have consistently demonstrated practice in a wider range of tasks and roles, and have become more effective in their interventions, thus building their own confidence, and earning the confidence of others. They will have more experience and skills in relation to a particular setting and user group, and have demonstrated ability to work effectively on more complex situations. They will seek support in supervision appropriately, whilst starting to exercise initiative and evaluate their own practice*

## Safeguarding - Children & Vulnerable Adults

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.

This post is subject to an enhanced DBS disclosure which will be carried out if your application is successful

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	

### PERSON SPECIFICATION

\* E = Essential (required at point of recruitment)    D = Desirable (can be developed overtime)

KEY CRITERIA		TO DO WHAT?
<b><u>Qualifications</u></b>		
Recognised social work qualification	E	
Evidence of commitment to CPD and to meeting the requirements of the Assessed and Supported Year in Employment within the appropriate timescale	E	Ensure that knowledge and practice is relevant and up to date, and that necessary standards will be achieved by the end of the ASYE.
<b><u>Experience</u></b>		
Experience and evidence of working with children and young people	E	Ensure assessments and plans are child focused.
Practical experience of applying assessment skills within statutory children's services setting.	D	
Experience of multi disciplinary working with children and families.	E	Joint working is in place to support the best outcomes for the child and family
Experience of writing reports and chairing formal meetings	E	
<b><u>Knowledge</u></b>		
Knowledge of child protection looked after children and associated child in need social work practice issues and knowledge of methods of social work intervention.	E	Ensure children and young people are kept safe.

Knowledge of relevant legislation, regulations, guidance and policies, and the ability to work within them to support the needs of children and their families	E	Case work meets legal and good practice requirements and standards
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Knowledge and understanding of the framework for the assessments of children in need and their families.	E	Work is based on reflective practice and research is used to inform practice
Contemporary knowledge of social work applications, i.e. attachment theory, enabling change, behaviour and behaviour management.	E	
<b><u>Skills and Abilities</u></b> Good IT skills	E	Ensure effective communication and that up to date information is accessed and disseminated appropriately.
Proven ability to work effectively as part of a team	E	Promote supportive team-working
Good organisational and planning skills	E	Ensure cases and recording are up to date and time scales met.

Ability to write appropriate reports and keep documents up to date.	E	All required reports/deadlines reached on time and in appropriate timescales.
The ability through reflection to analyse, interpret and make positive plans	E	Meet the needs of children and families by planning ahead, working in a systematic and organised way, following directions and procedures
Ability to think analytically to solve problems and issues	E	Make rational, realistic and sound judgements.
<b><u>Work-related Personal Qualities</u></b>		
Strong interpersonal skills, especially in working with clients	E	Focus on the needs of the client and deliver an appropriate intervention to agreed standards.
Ability to manage pressure effectively and cope well with conflict and challenge	E	Prioritise conflicting demands
Ability to adapt and cope with a changing environment and support colleagues in these circumstances.	E	Ensure best outcomes, working effectively with individuals, teams and clients. .
Clear personal values in line with those of Swindon Borough Council	E	Reflect professional values in every aspect of the role
<b><u>Other Work-related Requirements</u></b>		
Hold a current driving licence and be prepared to undertake occasional long car journeys and on occasions transport children or clients.	E	To meet the requirements of the job which cannot always be contained within standard working hours or locations
Flexible in the use of time and be prepared to work, sometimes, at times outside the normal working day.	E	
Able to attend meetings and to work at a variety of locations both within and outside Swindon.	E	

