

## Job Description

<b>Job Title</b>	Social Worker (Qualified and Registered)
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Children's Services
<b>Grade</b>	7 and 8
<b>Competency Level</b>	2
<b>Salary</b>	Grade 7 £40,777 – £46,142 Grade 8 £46,142 – £51,356
<b>Job Type</b>	Hybrid
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS with Children's Barred List (Child Workforce)
<b>Job Evaluation Ref No</b>	A10248 and A10249

## Job Purpose

To contribute to the operational delivery of an effective Children and Young People's Services as part of a team responsible for safeguarding and promoting the welfare of children and young people and continuously improving outcomes.

The post holder will be responsible for qualified and registered social work provision, including managing a caseload appropriate to their level of experience, complying



with legislation, statutory guidance, local policy and procedures, and upholding the reputation of the Directorate, the Council and profession.

### **Directly Responsible For:**

Not applicable (except where acting as Practice Educator)

### **Directly Responsible To:**

Team Manager

## **Main Areas of Responsibility:**

### **Grade 7 Social Worker – Service and Operations**

- Undertake social work within legislative frameworks, including the preparation of written reports, statements and representations to the judiciary at Court hearings, with appropriate supervisory oversight
- Hold and manage a complex and varied caseload appropriate to experience, with supervision, guidance and support, in accordance with Children's Services policies, procedures, Qualified and registered guidance and legislation
- Identify, assess and manage levels of risk and need in complex situations, ensuring the safety and welfare of children and young people is paramount
- Complete high-quality assessments, care plans and reviews that demonstrate robust analysis and are informed by evidence-based practice
- Undertake direct work with children, young people and their families to reduce risk, promote change and improve outcomes
- Communicate effectively in complex or high-risk situations and escalate concerns appropriately
- Attend and contribute to a range of multi-agency meetings and forums, chairing meetings where required or appropriate

- Maintain accurate, timely and high-quality recording in line with statutory requirements and service expectations
- Work collaboratively with colleagues within the Council and with partner agencies to safeguard children and promote positive outcomes
- Take responsibility for obtaining regular professional supervision and engaging in reflective practice
- Prepare for and participate in Performance and Development Reviews, identifying learning needs and undertaking continuous professional development

### **Grade 7 and Grade 8 Social Worker – Shared Responsibilities**

- Be accountable for professional decision-making and risk management in relation to allocated children and young people, applying critical reflection, analysis and evidence-based tools
- Ensure the views, wishes and feelings of children and young people are sought, recorded and meaningfully inform assessment, planning and decision-making
- Ensure visits, assessments, plans, reviews and reports are completed to required timescales and quality standards
- Promote permanence for children without delay through effective care planning
- Prepare young people for adulthood through effective transition planning
- Model inclusive, anti-discriminatory practice and challenge discrimination and inequality
- Take responsibility for personal workload management, prioritising tasks effectively to meet service demands
- Ensure compliance with data protection, confidentiality, health and safety, and financial regulations

- Contribute to team meetings, service development activity and the wider objectives of the Directorate and Council

### **Grade 8 Social Worker – Service and Operations**

- Independently undertake social work within legislative frameworks, including complex court work, demonstrating advanced professional judgement and accountability
- Consistently manage the most complex, high-risk and sensitive situations, including those involving significant safeguarding concerns
- Provide professional advice, mentoring and practice support to social workers and colleagues to enhance the quality of practice and decision-making
- Co-work allocated children and young people to support planning, analysis and professional judgement, offering appropriate challenge and critical reflection
- Act as a role model for high-quality practice, demonstrating advanced skills in assessment, analysis, report writing and direct work
- Act as a Practice Educator for students, where appropriately qualified, and support the development of newly qualified social workers
- Contribute to service improvement activity, projects or practice development initiatives

### **Professional Career Development and Progression**

Progression from Grade 7 to Grade 8 is not automatic and is subject to the demonstration of sustained, high-quality practice and professional capability.

Progression will normally require the following evidence:

- Successful completion of the Assessed and Supported Year in Employment (ASYE) or equivalent course

- Evidence of advanced practice, professional judgement and contribution to the development of others
- Substantial evidence of continuing professional development activities
- Participation in, and approval through, the Council's internal progression arrangements

### **Supervision and Management Responsibility:**

- Grade 7: No formal supervisory responsibility
- Grade 8: To support the development of newly qualified social workers and students through practice guidance, mentoring and role modelling

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Be accountable for the effective and efficient use of public resources
- Ensure expenditure is authorised, recorded and managed in line with Council procedures

### **Social Value Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

- To adhere to and embed the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Physical Demands of the Job:

- Regular travel across the city to visit children, families, and partner agencies
- Occasional lone working in community settings and family homes
- Prolonged periods of sitting when completing assessments, reports, and attending meetings
- Use of computer and digital systems for extended periods
- Carrying work equipment such as laptops and case files between locations
- Occasional exposure to challenging environments, including homes with limited space or poor conditions
- Requirement to maintain alertness and concentration during complex case discussions and court proceedings

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

#### Grade 7 Social Worker:

- Dip SW, BA or MA Social Work or equivalent / or due to receive qualification within next 5 months following application (A)
- Social Work England registered or due to receive registration within the next 5 months following application (A)

#### Grade 8 Social Worker:

- Dip SW, BA or MA Social Work or equivalent (A)
- Social Work England registered (A)

## Experience

### Essential

#### Essential – All Applicants

- Experience of statutory social work with children, young people and families (A,I)
- Experience of completing assessments, care planning and report writing within statutory frameworks (A,I)



### **Additional – Grade 8**

- Significant experience of managing complex and high-risk Social Work (A,I)
- Experience of providing professional guidance, mentoring or practice support to others (A,I)
- Evidence of professional progression in line with progression panel arrangements (A,I)

## **Skills/Abilities**

### **Essential**

#### **Essential – All Applicants**

- Knowledge of children's legislation, statutory guidance and best practice (A,I)
- Knowledge of child development and family dynamics (A,I)
- Ability to undertake needs-led assessment and planning informed by critical reflection and analysis (A,I)
- Ability to undertake court work and present professional evidence (A,I)
- Ability to communicate effectively in complex situations and multi-agency settings (A,I)
- Ability to undertake direct work with children, young people and families (A,I)
- Ability to work collaboratively and build effective professional relationships (A,I)
- Ability to produce high-quality, child-centred and outcome-focused reports (A,I)
- Ability to manage workload effectively and meet statutory timescales (A,I)

## **Additional – Grade 8**

- Ability to demonstrate advanced professional judgement and autonomous decision-making (A,I)
- Ability to support, develop and influence the practice of others (A,I)
- Ability to contribute to service development and practice improvement activity (A,I)

## **Commitment**

### **Essential**

- Commitment to ethical practice in line with Social Work England Professional Standards (A,I)
- Commitment to continuous professional development (A,I)
- Commitment to equality, diversity and inclusion (A,I)
- Commitment to reflective supervision and professional accountability (A,I)

## **Other**

### **Essential**

- Enhanced DBS at the appropriate level
- Full driving licence/car user or commitment to become a car user within six months (A, I)