

## Job Description

<b>Job Title:</b> Social Worker	<b>Service Area:</b> Children's Social Care
<b>Directorate:</b> Children and Young People's Service	<b>Job Number:</b>
<b>Grade:</b>	<b>Date last updated: September 2020</b>

### People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

### Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

### Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

### Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

### Overall Purpose of Job

1. To hold and manage a caseload of Child In Need, Child Protection and Children in Care cases as required within the designated service area, working within the bounds of the [Knowledge and Skills Statement for Child and Family Social Workers](#) and the relevant level of the [Professional Capability Framework](#).
2. To create and maintain case records including Assessments, Plans, case recordings, court reports and other documentation in accordance with policy and professional standards.
3. To engage in direct work with children, young people and families drawing on a good understanding of child development theory, risk recognition and analysis, communication, and relationship building.
4. To engage in critically-reflective analysis in assessing child and family circumstances, ensuring that recommendations and decision are made in consideration of the known facts, consistent with current theory.

5. To practice in accordance with the various Children Acts and other legislation, guidance and regulation relevant to the functions of the role.
6. To work with service users in a manner consistent with the Newham Together Practice Framework – restorative, relational, systemic, planned, purposeful and focused social work.
7. To be an active member of the team, assisting and supporting managers and colleagues as necessary to meet organisational service plans and priorities.
8. To work in partnership with external stakeholders including ensuring prompt and reliable communication between agencies in accordance with the [Working Together](#) policy.
9. To participate in, and contribute to, the building of a culture of learning through engagement with Newham's Social Care Academy and maintaining your Continual Professional Development as required by Social Work England.

## Job Context

### The post holder will:

1. Report and is accountable to the Practice Manager.
2. Hold a caseload of varying complexity with an ability to work reasonably independently, and the knowledge of when they need to seek supervision and support from their manager.
3. Attend and actively participates in group supervision and training workshops.
4. Practice according to Newham's practice model which is restorative and relational in approach, using systemic tools (applicants who are not experienced in this must be willing to attend relevant training within their probationary period)

Support the learning and development of Newly Qualified Social Workers and students within their service, although will not be responsible for them (unless the post holder has their Practice Educator award and wishes to take this on)

5. Not manage a budget or have any supervisory responsibility over colleagues (unless otherwise specified and with agreement in circumstance-specific situations).
6. On occasion, be required to work evenings, weekends and occasional Public holidays in order to meet service requirements.

## Key Tasks and Accountabilities



**Key tasks and accountabilities are a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks and employees will be expected to carry out such other reasonable duties which may be required from time to time to meet the obligations of the department and to support their colleagues.**

**The post holder will:**

1. Practice in line with the Newham Together Practice Framework in all situations.
2. Undertake assessments of children in need in accordance with the [Working Together](#), [London Child Protection Procedures](#) and Children Acts [1989](#) and [2004](#) and other relevant legislation. Make recommendations to their line manager based on a thorough, reflective analysis contained in the assessment.
3. Create plans for children and families in consultation with stakeholders, including the children and families which meet the SMART criteria. (Specific, Measurable, Achievable, Relevant, Timely, review such plans to ensure that professional input is kept proportionate to the level of risk and need, and that parallel planning is utilised where necessary.
4. Build and maintain relationships with children, families and partner agencies, with clear, regular communication and work jointly towards positive outcomes.
5. Visit children and families with regularity that meets the needs of the individual.
6. Ensure that the child's views, wishes, feelings, wider systems and lived experience is captured and accurately represented with relevant, reflective and critical analysis providing context and clarity.
7. Communicate in a manner which takes into account the needs of the person with whom they are communicating, or a person who may reasonably need to understand their communication. This includes when using the council's electronic communication infrastructure.
8. Write and maintain accurate, contemporaneous, critically reflective, analytical case records consistent with data protection guidance and legislation.
9. Represent the department and council in an appropriate, professional manner
10. Investigate established or alleged harm to children under S47 of the CA1989, where authorised by and in consultation with the Team Manager.
11. Immediately alert the Team Manager and Service Manager to any issues that may place children at risk.
12. Promote and champion equality and diversity in the delivery of all Council activities, service provision and employment practice
13. Ensure that reports for case conferences, panels and reviews are prepared to a high standard, in time for deadlines and evidence the involvement of children, parents and carers.

14. Prepare statements for Court and give evidence in care proceedings and private law cases. At times this will involve liaising with our legal department and following in-house legal procedures.
15. Work as part of a team, following all team systems and procedures, including cover for colleagues as required and participate in the team duty service on a rota basis.
16. Attend supervision, training and appraisal sessions as required, contributing to an individual professional development plan, building and developing knowledge and skills. This must also be recorded on the Social Work England website to maintain professional registration.
17. Act in a way that protects the reputation of the Local Authority and the social work profession, whilst always privileging the best interests of children.
18. Undertake other duties within the competence of the post holder that may be required from time to time.

**Politically Restricted Posts**

In accordance with legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or subcommittee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party within Newham council.

**Service Specific Elements:**

<b>Name of the Service to be inserted</b>	
<b>Responsibilities</b>	<p>To be responsible for the delivery of a good service to children and their families who <b><i>fall within the xxxx service (please specify)</i></b></p> <p>To utilise a practice model that is restorative and relational and uses systemic tools and ideas and drive the development of a team culture where social work can flourish</p>
<b>Service Specific components</b>	

## Personal Specification

<b>Job Title:</b> Social Worker	<b>Service Area:</b> Children’s Social Care
<b>Directorate</b> Children and Young People’s Service	<b>Job Number:</b>
<b>Grade: Scp 33- 44</b>	<b>Date last updated: September 2020</b>

**IMPORTANT INFORMATION FOR APPLICANTS**  
 The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is “Application Form”, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Recognised social work qualification.</li> <li>• Social Work England council registered</li> <li>• Satisfactory Enhanced DBS check</li> </ul>	<p>Application Form</p> <p>Application Form / Documentation</p> <p>Check to be undertaken before contract issued</p>
<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of child development, parenting capacity, environmental factors and risk and protection factors</li> <li>• Knowledge and understanding of child care legislation and statutory guidance including the London Child Protection Procedures and Children Acts 1989 and 2004</li> <li>• Knowledge of the roles and responsibilities of social workers and key partner agencies, education, health and the police</li> <li>• Knowledge and awareness of the issues relating to communities from different ethnic and cultural backgrounds and Equal Opportunities</li> </ul>	<p>Application Form / Assessment / Interview</p>

<ul style="list-style-type: none"> <li>• Knowledge of issues facing disabled children and their families in terms of support needs, education, health and protection issues</li> </ul>	<p>Application Form / Assessment / Interview</p>
<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Working with children and their families including direct work with children</li> <li>• Carrying out assessments and constructing plans in conjunction with children, their families and other professionals</li> <li>• Experience of recognising and responding to emerging need and/or risk</li> <li>• Working in a diverse environment</li> </ul>	<p>Application Form / Assessment / Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Able to build effective relationships with children and their families</li> <li>• Able to communicate clearly and sensitively with children of different ages and abilities and their families</li> <li>• Able to identify and address concerning adult behaviours in order to ensure that children are protected</li> <li>• Able to reflect on and critically analyse information in order to set out the best options for children</li> <li>• Able to identify, monitor and review support services and to ensure services make a positive change to children’s circumstances/achieve best value</li> <li>• Able to keep accurate case records and write complex reports for Court and conferences/reviews</li> <li>• Able to organise and manage own workload and complete tasks by required deadlines</li> <li>• Computer literacy skills necessary to work with information management systems and produce good quality data in a variety of formats. The ability to work with word processing packages at a speed commensurate with the responsibilities of the role.</li> <li>• Able to represent the department to service users and other</li> </ul>	<p>Interview / Assessment</p>

<p>professionals including the courts</p> <ul style="list-style-type: none"> <li>• Able to take responsibility for personal learning, training and professional development</li> <li>• Able to work co-operatively and constructively and thrive in a complex environment.</li> </ul>	<p>Interview / Assessment</p> <p>Interview / Assessment</p>
<p><b>OTHER SPECIAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Understanding of the Newham Together Practice Framework and the Systemic model we use or a willingness to undertake training .</li> <li>• Commitment to the provision of a high quality service which safeguards children, effects change and promotes equality and partnership with children and parents</li> <li>• Commitment to upholding and respecting children’s rights, views and feelings</li> <li>• Commitment to challenge discrimination of the basis of race, gender, religious, sexual orientation or disability</li> <li>• Willingness and ability to work occasional evenings and weekends to maintain service delivery.</li> <li>• This post is subject to an enhanced DBS check.</li> <li>• This post is exempt from The Rehabilitation of Offenders Act (1974).</li> </ul>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Satisfactory clearance at conditional offer</p> <p>Satisfactory clearance at conditional offer</p>