**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Senior Practitioner (therapeutic social worker) |
| Salary: | £41,496 to £44,539  |
| Grade: | 12, scale point 35 to 38  |
| Hours: | 18.5 hours temporary 1 year maternity cover |
| Team: | ATV Matching Hub |
| Service Area: | Children, Education and Families |
| Primary Location: | Oxford Union Street and flexible working*Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | No |
| Responsible to: | Justine ManningATV Anchor Team Service Manager |
| Responsible for: | None |

## Job Purpose

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| **This is a brief overview of the key objectives of the job including the context within the team/department.**ATV is looking for an experienced, child-centered therapeutic Social Worker to cover one year’s maternity cover in the Matching Hub.Since it’s inception, Matching Hub has built up a strong and influential reputation for best and innovative practice, both within ATV and within the wider national adoption community.Matching Hub is a multi-disciplinary team made up of a Therapeutic Social Worker, Education Psychologist and Clinical Psychologist. Matching Hub plays a central role contributing to the improvement and developing ATV’s matching ProcessMatching Hub plays a central role in the matching process for adoptive children, and particularly those children with additional needs and/or who wait the longest to find their adoptive family.Matching Hub supports practitioners to take a longer-term view of the needs of adoptive children. Matching Hub supports and promotes therapeutic parenting and the development of secure attachments for children and parents in the early weeks of placement, contributing to longer term family stability and best outcomes.Matching Hub’s Senior Practitioner, as part of the MDT, provides a therapeutic, trauma informed psychological space through formulation meetings, consultations and training to understand the complex needs of children being placed and to develop formulations and recommendations.Where appropriate, the Senior Practitioner offers meetings with adopters prior to placement to consider children’s complex needs or specific issues. Further, to offer supportive ‘check-in’ meetings with new adopters, providing early therapeutic parenting support and advice.Matching Hub’s Senior Practitioner works collaboratively with other members of the Matching Hub and Anchor team, and with wider ATV colleagues, to improve family stability and to ensure the holistic needs of adoptive children are met.Matching Hub’s Senior Practitioner contributes to the ongoing audit process with a focus on data collection and analysis.Matching Hub’s Senior Practitioner creates opportunities where the voices and experiences of our families can directly inform service development. |

## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.**Social Work tasks:*** To offer a psychological, trauma informed and mental health perspective on the needs of adopted children in the matching process.
* To bring trauma informed and therapeutic parenting expertise and experience within social care to multi-disciplinary formulations and interventions related to matching.
* To provide psychological assessment and formulation of need.
* Attendance at Marvellous Matching Meetings (monthly on a Wednesday) with Adoption Team to identify those children who may be best supported by Matching Hub.
* Review as part of the MDT new referrals, formulating initial support offer.
* Chairing or Co-Chairing Formulation meetings with ATV colleagues, children’s Social Workers, Foster carers and other professionals to support a therapeutic, trauma and psychologically informed understanding of the needs of children with complex backgrounds.
* Providing high quality written reports with clear, SMART, child-focussed formulations and recommendations for professionals and families.
* Offering meetings with adopters prior to placement to consider the therapeutic parenting requirements of children with complex needs or specific issues
* Offering planned ‘check-in’ meetings with new adopters in the early week’s of placement to support and embed therapeutic parenting and to promote the early development of attachment relationships.
* To liaise with a range of colleagues and agencies to ensure best practice in the matching process for adoptive children.
* To work both on-line and face to face contexts.

**Resources*** To develop and co-ordinate, in collaboration with team members, a contemporary multi-media resource library for parents/carers and other professionals. Resources should support understanding of the breadth of need for adoptive children.

**Consultation and training*** To offer specialised advice and consultation to Social Workers and other staff in relation to the matching of adoptive children within ATV
* To develop and implement training and learning programme for staff within the organisation, building skills and knowledge within the wider workforce. To deliver training to a range of staff with differing levels of qualification and professional background. To ensure all training provided is carried out in line with Equal Opportunities Policies

**Management, Policy and Service Development*** To contribute to the development of a high quality, responsive and accessible service for children and families. To achieve this through collaborative working, developing and reviewing team processes, outcome measures and evidence-based interventions.
* To act immediately on any safeguarding concerns, or issues that may affect the safety of a child and family or appropriate/safe operation of the service and to support colleagues in this process.
* To be responsible for keeping timely casework records using electronic LCS system.

**Supervision, Continued Professional Development and Teaching*** To participate in group supervision and CPD opportunities within the team
* To receive regular clinical and line management supervision
* To work in a child focused way ensuring the principles of children’s rights are embedded in practice.
* To contribute to continuously improved performance, and to support inspection, performance assessments and best value processes by ensuring accurate collection and recording of key information and qualitative and quantitative data.
* To ensure partnership work is subject to continuous improvement and delivers improved outcomes for children, young people and their families.

**Research, Development and Service Evaluation:*** In collaboration with the team to map, monitor and review the matching needs of children for whom ATV is responsible
* To continually evaluate, monitor and develop this role, through the deployment of professional skills in research, service evaluation and audit and ensuring incorporation of psychological frameworks for understanding and provision of high-quality care.
* To contribute data to an annual audit of services offered and their impact and to the quarterly report cycle.
* To utilise theory, evidence-based literature and research to support evidence-based practice in clinical work, work with other team members and across the pathway.

**General*** To ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes.
* To ensure the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice and ATV policies and procedures.
* To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
* To work in a child focused way ensuring the principles of children’s rights are embedded in practice.
* To work towards improving relationships across ATV, other agencies and service users to ensure partnership work is subject to continuous improvement and delivers improved outcomes for children, young people and their families.
* This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to their duties subject to the needs of the service but in keeping with the general profile of the post.

For all staff- You have specific responsibilities under Health & Safety legislation to ensure that you:* Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
* Cooperate on all issues involving health and safety
* Use work items provided for you correctly, in accordance with training and instructions
* Do not interfere with or misuse anything provided for your health, safety or welfare
* Report any health and safety concerns to your line manager as soon as practicable
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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| Qualified Social Worker (B.A. Hons Degree, DipSW or CQSW) or equivalent |      A & D |
| Training in at least one relevant therapeutic model; e.g. Dyadic Developmental Psychotherapy | I |
| Knowledge of child and adolescent mental health - ability to assess mental health and provide appropriate interventions. | A & I |
| Understanding of theories of attachment and developmental trauma and their therapeutic application. | A, I, P |
| Post-qualifying experience of therapeutic work with children and families. | A & I |
| Knowledge and understanding of children and young people, who are adopted or live in special guardianship families. Comittment to working in partnership with these families. | A, I, P |
| Ability to develop and deliver training. | I |
| Commitment to working as part of a specialist team. Ability to represent a social work perspective withiin a multi-disciplinary team. | I |
| The ability to produce high quality written assessment reports | A, I |
| Desirable Criteria | Assessed By: |
| Experience of working within mental health settings | A, I |
| Ability to form positive working relationships with a range of colleagues across agencies. | I |
| Ability to effectively use IT systems | A |
| Flexibility and ability to use personal initiative, whilst accepting the need to work within policies and procedures. | I |
| Training in therapeutic models of attachment and/or trauma e.g. Dyadic Developmental Psychotherapy | A I P |
| Experience of offering consultation to other professionals and families | A, I |
| Experience of the clinical application ofpsychological theories of trauma, attachment and/or systemic theory. | A I P |
| **Personal**Enthusiasm for achieving the best outcomes for children and families. A capacity to engage and communicate with parents and carers.Ability to interact effectively with staff from all disciplines and to work collaboratively with a team to achieve common objectives. Ability to maintain a high degree of professionalism, and to reflect on and manage own emotions and those of others, when faced by highly distressing material, problems and circumstances on a frequent basis.Capacity for tolerating high levels of demand with an ability to work effectively and independently under pressure.An awareness of own strengths and limitations.Willingness to work flexibly and to integrate theoretical models from a range of disciplines.  | A I PI PA IIIIA I P |
| **Other**To be able to travel as necessary for the post. Commitment to safeguarding and promoting the welfare of children and young people. | AA I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [x]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [x]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | Other (please specify):       |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |
| [ ]  | Other (please specify):      |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.