**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: | Temporary maternity cover- Adoption Family Support Worker Adopt Thames Valley |
| Salary: | £33,366- £36,124 pro rota |
| Grade: | Grade 9 (scp 22-26) |
| Hours: | 22 |
| Team: | Adoption Team, Berkshire |
| Service Area: | Adopt Thames Valley, Children and Families |
| Primary Location: | The primary office location is based in Woodley, Reading. The role is subject to agile working and will involve home working as well as face to face visits and meetings within the region and also further afield. The majority of casework will be in this part of the Regional Adoption Agency, however the agency also covers Oxford and Swindon . |
| Budget responsibility: | None |
| Responsible to: | Team Manager/ATM |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| 1. To work alongside Social Workers in the Adoption Team, contributing to service delivery 2. To support the work of recruiting and training prospective adopters, and family finding for children within the Regional Adoption Agency.      1. Direct work with prospective and approved adopters. 2. Direct work with children and foster carers. 3. To achieve, maintain and improve high standards of professional practice in the permanent placement of children referred to Adopt Thames Valley, with substitute families, both in the timeliness and the quality of service provision. 4. To ensure that services are planned and delivered in a way that maximises participation and reflects children’s rights in relation to the services being provided. To act on the views of children and young people and demonstrate that children’s rights are reflected in the way that you (or your staff) work with children and young people. 5. To participate in service developments and to enhance services for adoptive families though involvement in planning services   This post holder is responsible for ensuring that all relevant Safeguarding and Child Protection policies are adhered to and concerns are raised in accordance with these policies |

## Job Responsibilities

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| This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.  **MAIN DUTIES:**    To be a point of contact and provide assistance to social workers with prospective adopters in Stage 1 of the assessment process. To help with various checks, and weekly tracking of the process.  To support and deliver training, and attendance at training and virtual training.  To support the family finders in the adoption team with organising photographs and videos of children where needed, and in preparing family finding profiles  To assist in preparation of profiles of children, liaising with the adoption team children's social workers and foster carers. To visit children in the foster carer's home and produce videos of children needing adoption.  To support the adoption team social workers with Link Maker , and other adoption agencies when link social workers and family finders are unavailable. To help ensure there is timely and efficient exchange of information on behalf of the adoption team, regarding children for whom adoption placements are sought. To help with monitoring and administration of inter-agency placements.  With adoption team social workers, to represent the agency at profiling events, exchange days and adoption fun days, as needed.  Record any contacts on the electronic case record system to the agreed standard and within timescales.  Be an IT/Liquid Logic champion for the adoption processes, and to assist managers in supporting new social workers to learn to use the case record system.  To work with the Team Managers, or Information Analyst, regarding collection of family finding and adopters data. Assist with preparation of reports on a monthly, quarterly and yearly basis.  Contribute to the development of Adopt Thames Valley.  To undertake such duties relevant to the post as may be required from time to time  To support families after children are placed alongside their Social Worker.    **The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.** |

# 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).

Each of the criteria listed below will be measured through the application form (A) and optionally - 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.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:**   * Evidence of good standard of education | A, D |
| **Experience:**   * Proven experience of working with children and adults | A, I, D |
| **Job related aptitude and skills:**   * IT skills and experience. * Ability to communicate and collaborate with a wide range of people, in a wide range of situations and build effective working relationships internally and with partner agencies. * Experience of dealing effectively with challenging situations. * An ability to negotiate. * Ability to be proactive, motivate and contribute towards change within the Adoption Agency. | A, I |
| **Personal qualities:**   * Able to be reflective, self-management * Ability to work with others * Resilient and able to work in challenging and complex situations * Confident and approachable manner * Ability to cope under pressure. Commitment to the service * Use of initiative within legal and departmental constraints * Willingness to share time and skills with colleagues * Ability to integrate and apply knowledge, values, and skills to practice situations in a purposeful, intentional, ethical and professional manner to promote well-being | A, I |
| **Special Requirements:**   * Experience/understanding/knowledge of adoption. * Satisfactory Disclosure and Barring Service (DBS) check * Ability to travel to and access a variety of premises * Commitment to inter-agency working * Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies. | A, D |
| **Equal Opportunities:**  • Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. | A, I |
| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:** |  |
| **Experience:**   * Experience/understanding/knowledge of adoption. * An understanding of the impact of abuse, social deprivation and/or disadvantage on children, young people and their families | A, I |
| **Job related aptitude and skills:**   * Previous experience of Liquid Logic * Willingness to Co-working cases * Willingness to be part of project groups * Open to training | A, 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 are identified below (those ticked).

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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) |
|  | 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) |  | Overseas Criminal Record Checks if applicable |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | 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 a council 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) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | 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 |  | Face-to-face contact with members of the public |

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|  | 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.

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.