**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: | Social Worker |
| Salary: | £37035 - 43693 |
| Grade: | 10/11 |
| Hours: | 37 |
| Team: | Family Placement (Kinship) Central |
| Service Area: | Children’s Services  |
| Primary Location: | Kidlington |
| Budget responsibility: | None  |
| Responsible to: | Fostering Assistant Team 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.* To recruit a range of carers according to the needs of the children being looked after by the Department.
* To prepare, train, and support carers, including individual and group work.
* To undertake home studies on appropriate applications and present to a Fostering Panel and/or court as a Special Guardianship application.
* To act as Supervising Social Worker to approved carers.
* To carry out annual reviews with all foster carers under the Foster Placement Regulations.
* To contribute to the assessment of the placement needs of children and young people, and family find for them according to their needs.
* To liaise with and work in close collaboration with other Departmental staff and staff from other agencies as required.
* Advise and assist in preparation of children for placement either individually, or in groups.
* To be a member of an Adoption and/or Fostering Panel as required.
* To be involved in the development of new initiatives in accordance with the requirements of Departmental policy.
* To provide advice and consultancy on Family Placement issues to colleagues within the Department and other agencies as requested.
* To attend planning meetings, case conferences, panel, court, reviews, team meetings, Psychology Service meeting and inter-agency meetings as necessary or appropriate.

This post holder is responsible for ensuring that all County Child Protection Policies are adhered to and concerns are raised in accordance with these policies. |

## 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.* To organise work according to Departmental priorities and to be responsible for managing own workload within legal and procedural requirements.
* To maintain written records, prepare reports and complete administrative tasks as required by the Department and agencies.
* To bring to the attention of the Line Manager any factors affecting the maintenance of legal or Departmental requirements or standards.
* To advise the Line Manager or Senior Staff member of any matter of concern relating to the safety or protection of children.
* In consultation with Line Manager, to identify learning needs and participate in training events and other learning opportunities.
* To maintain management information systems as required.
* To provide information for users/potential users regarding the nature and availability of resources.
* To take responsibility for personal contribution to the appraisal, supervision and development processes and procedures.
* To participate in Team meetings, sharing responsibility and accountability for the quality of the service provided.
* Ensure adherence to statutory and departmental policies and procedures in relation to professional and administrative matters within levels of authority, e.g. complaints, health and safety, clients, specific policies/procedures.
* To ensure that services are planned and delivered in a way that maximises participation and reflects Children’s rights in relation to services being provided; acts on views of children and young people and demonstrate Children’s Rights are reflected in the way that you work with children and young people’.

 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 postholder 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.A review of this job description will be carried out as part of the annual appraisal. **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
* Co-operate 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: |
| **Educational achievements, Qualifications, Training and Knowledge:*** CQSW/CSS/DipSW or equivalent Social Work qualification.
* Must be registered with the Social Work England
* *Desirable:*
* Training in, Home Study assessments; Fostering Legislation; Children’s Rights, Risk management, Effective Practice, Permanency Planning.
* Has completed additional training or personal study of relevant subjects.
* PQ1 holder/Child Care Award holder.
 | Application/Interview |
| **Experience:*** Post qualifying experience.
* Experience in working with children and/ or family placement.
* Has worked with children and families (possibly in a related field, as a student, or a volunteer).

Is committed to working in partnership with parents.  | Application/Interview |
| **Job related aptitude and skills:*** Ability to attend work regularly and on time
* Can communicate effectively with adults and children.
* Can produce appropriate written work (letters, forms, reports etc) and following departmental procedures.
* Aptitude or willingness to train in order to produce word processing documents and operate information systems.
* Satisfactory enhanced Disclosure & Barring Service Check (Children).

IT skills | Application/Interview |
| **Personal qualities:*** Good interpersonal skills
* Can work as part of a team.
* Can work in a busy, sometimes stressful environment, supported by our priority and workload system.
* Committed to ensuring that a child’s welfare is paramount, and to taking necessary action to protect children.
* Flexibility and ability to use their initiative, whilst accepting the need to work within policies and procedures.
* Represent department in positive way.
* Open, creative, willing to explore new ways of working.

  | Application/Interview |
| **Special Requirements:*** The ability to travel to visit service users and attend meetings across the county and at short notice. There may be locations which are not accessible via public transport and therefore you will need access to a car to meet business needs.
* Occasionally the post holder will have to travel out of the county and this may involve overnight stays.

Ability to work evenings and some weekends, where appropriate.  | Application/Interview |
| **Equal Opportunities:*** Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.
 | Application/Interview |
| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:*** Training in, Home Study assessments; Fostering Legislation; Children’s Rights, Risk management, Effective Practice, Permanency Planning.
* Has completed additional training or personal study of relevant subjects.

PQ1 holder/Child Care Award holder.  | Application/Interview |

# 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 a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | 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 |
| [x]  | 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.