**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.

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| --- | --- | --- |
| Job Details | | |
| Job Title: | Social Work Apprentice | |
| Salary Grade: | Salary: £33366 - £36124 | Grade: 9 |
| Hours: | 37 hours, with a flexible work pattern to meet the aims of the service | |
| Team: | Team to be identified within Children’s Social Care | |
| Service Area: | Children, Education & Families | |
| Primary Location: | County Wide, work base tbc | |
| Budget responsibility: | None | |
| Responsible to: | Team Manager or Assistant Team Manager | |
| Responsible for: | No supervisory responsibilities | |
| Job Purpose This is a brief overview of the key objectives of the job including the context within the team/department. | | |
| This is a trainee role where successful candidates will complete their Social Work Degree Apprenticeship over three years, learning and studying, alongside gaining practical work experience. Successful candidates will need to meet the requirements of the apprenticeship programme throughout.  Specifically:   * Working towards an honours degree meeting the [Social work Apprenticeship Degree Standard](https://www.instituteforapprenticeships.org/apprenticeship-standards/social-worker-degree/) * Working with children, young people and their families in a way that prioritises good outcomes and promotes welfare, in accordance with the expectations of Oxfordshire County Council, exemplified through our values, practice standards and relevant legislation. | | |

**Job responsibilities**

**All of our working practice must be underpinned by our organisational values and behaviours.** Everything we do and say is supported by policies, processes and guidance. Our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

• Always learning

• Be kind and care

• Equality and integrity in all we do

• Taking responsibility

• Daring to do it differently

Everyone that works for us must demonstrate their commitment to these values. We will ask you to demonstrate these, and their associated behaviours, throughout the application process.

### Main duties and tasks:

1. Ensuring that the child is at the centre of all engagement with children, families and other professionals and any decison making.
2. Working alongside qualified workers in the delivery of statutory interventions (e.g. Child in Need, Child Protection and Children We Care For) by monitoring and assessing children and young people's needs, including taking appropriate actions to address emerging safeguarding concerns.
3. Undertake visits, observations and meetings and record them on electronic systems to the agreed standard and within agreed timescales.
4. To work with children and young people in accordance with the appropriate level of need.
5. To undertake direct work and interventions with children and young people and support to parents/carers in promoting welfare of their children. This may include the supervision of family time.
6. Supporting and arranging work that supports the successful transition of children and their families between statutory, targeted and community services.
7. To engage with multi-agency approaches including participation in professional meetings such as setting up and attending Team Around a Family meetings in order to successfully move children and families into universal services.
8. To plan, deliver and evaluate evidence based programmes delivered in designated centres or on an outreach basis, including planning for the support needs of the group (e.g. setting up crèche) and undertaking risk assessments to ensure safe delivery of programmes.
9. To plan, deliver and evaluate an open access service as appropriate, including undertaking risk assessments to ensure safe delivery of programmes.
10. To develop community knowledge and links to ensure best outcomes for children, young people and their families.
11. To work in an integrated way with the Locality and Community Support Service and universal partners, including the co-delivery of services where appropriate.
12. To contribute to statutory processes as required (e.g. child protection conferences; core groups and give evidence in court).
13. Comply with OCC health and safety policies, procedures, and rules, taking reasonable care of self and others.

# 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 assessed 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 should address each point separately and in the order listed. Please be aware that your application may be rejected if you do not complete a full supporting statement in the requested format.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| * Must be over 18 | A & D |
| * Must have been resident in the UK for at least 3 years | A & D |
| * Level 2 qualification including Maths and English GCSE C/4 or equivalent | A & D |
| * Commitment to own personal and professional development and training, including ability and willingness to commit to the completion of the Social Work degree Apprenticeship Standard. | A |
| * Able to drive/access a variety of locations. | A & D |
| * Evidence of ongoing personal and professional development. | A |
| * An understanding of the impact of abuse, social deprivation and disadvantage on children, young people and their families. | A & I |
| * An understanding the importance of keeping children safe and well. | A & I |
| * Excellent communication skills. | A & I |
| * Ability to develop and maintain relationships. | A & I |
| * Excellent analytical, reflective and questioning and listening skills. | A & I |
| * Ability to use IT systems. | A, I & T |
| * Ability to work alone and with others. | A & I |
| * Ability to work in an inclusive/ non-discriminatory manner. | A & I |
| * Perseverance to deal with complex and challenging work and seek appropriate support as appropriate. | A & I |
| Desirable Criteria |  |
| * A pro-active approach to work and learning. | A & I |
| * To represent the organisation positively and professionally. | A & I |
| * Ability to liaise effectively with other professionals/ organisations. | 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 include:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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 |
|  | Prohibition from Teaching | |  | Professional Registration |
|  | Non police personnel vetting | |  | Disqualification from Caring |
|  | Other (please specify): | Psychological Assessment | | |

# Section D: Working Conditions

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

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| --- | --- | --- | --- | --- |
| Health & 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: (those ticked). | | | | |
|  | Provision of personal care on a regular basis | |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, 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) | |  | 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 |
|  | 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. Any such changes will be made after proper consultation and shall be deemed to be reasonable after considering any personal requirements.