**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: | Designated Social Care Officer | |
| Salary Grade: | Salary: | Grade: 15 |
| Hours: | 37 | |
| Team: | Quality Assurance | |
| Service Area: | CEF Quality Assurance | |
| Primary Location: | County Hall, Oxford | |
| Budget responsibility: | Not Applicable | |
| Responsible to: | Senior Inspection Readiness and improvement Service Manager | |
| Responsible for: | N/A | |
| Job Purpose This is a brief overview of the key objectives of the job including the context within the team/department. | | |
| This role is the lead officer for Social Care in the Local Area SEND Service. The post holder will strategically lead in framing and developing social care elements of the Local Area SEND Services strategy across the local authority, in compliance with the legislative requirements of the SEND Code of Practice (2015) and Children and Families Act (2014).  The role is a “Lead Officer” working alongside the DFE and NHS England and will directly inform and influence the direction of wider Local Area SEND Services through intelligence and insight. The DSCO will have in-depth knowledge and understanding of both social care processes and the SEND reforms agenda and will look to strengthen practice and generate solutions.  The role acts as an important conduit of information between parents/children and Local Area SEND Services, ensuring that both parents and students voice’s are represented and acted upon. The postholder will also gather and represent views from across children’s social care and the Moving into Adult Service.  Key to success will be the ability of the post holder to negotiate with and influence others build and nurture effective partnerships, working collaboratively with a wide range of stakeholders across the LA and exploiting opportunities for co-production with partners within and outside of the Local Authority including health partners. | | |
| Job ResponsibilitiesThis is a list of the main duties or tasks that the post holder will be expected to undertake. | | |
| * A strategic role accountable for developing strategies, action plans and processes which support and enable the SEND reform agenda to become embedded within social care operational practice. * Contributing to and influencing the Local Area SEND Services organisational design and assisting in the development of Children and Adults Services responsabilities in respect of children/young people with an EHCP Plan. * Establishing and leading a network of social care SEND ‘champions’ * Facilitating and overseeing the implementation of the SEND agenda within social care through this network, and gathering insight and intelligence from them and other groups such as the parent carer forum to inform future planning. * Responsibility for developing social care aspects of the Local Offer that provide relevant advice and information and meet all legislative requirements. * Undertaking a training needs anaylsis in Social Care * Auditing EHCPs and Quality Assuring Social Care contributions for EHCPs and Assessments when required. * Analysing complex and varied work strands across functions, services and agencies in order to identify and exploit opportunities for co-production and integrated working between social care, health and education to progress SEND reform agenda. * Working collaboratively with senior managers in social care to ensure social care meet statutory responsibilities under the Children & Families Act (2014)a nd Care Act (2014), to drive forward organisational culture change aligned to the SEND reforms * To attend the weekly all day Multi Agency Panel and ensure Social Care actions are communicated and followed up from the Panel as well as wider learning from Panel helping to impact practice. * To attend the Multi Agency Placement and Commissioning Panel (MAPaC) * Attendance at local area SEND performance and governance boards and to act as lead officer for the Local Area Self Evaluation Framework (SEF) and Impact Analysis for Social Care * Constructively challenging practice, systems, processes and protocols to enhance SEND reform compliance as part of this collaboration. * Tribunal Coordination and support/training for staff attending EHCP tribunal * Responsibility for framing social care elements of the local authority’s self evaluation process to ensure readiness for SEND Ofsted & Children’s Social Care Ofsted inspections. * To act as a link between Childrens and Adults Social care to ensure smooth and planned transitions. * The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager | | |
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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: |
| |  | | --- | | Essential Criteria | | A recognised qualification to at least degree level in a  relevant profession eg. Social Work, Education, or Law. If relying on a social work qualification the applicant will need to demonstrate current Social Work England registration. Other professionals will need to demonstrate equivalent professional registration (if appropriate) | | Evidence of knowledge, understanding and practice  in relation to the implementation of SEND legislation, particularly within social care. | | Evidence of understanding and ensuring compliance and best practice in respect of the regulatory frameworks including the Ofsted framework for SEND inspection and Children’s Social Care Inspection. | | Knowledge of roles and responsibilities of key  children’s agencies | | * **Experience** | | Relevant experience of working with children and young people with SEND and their families | | Experience of organising, chairing or regularly participating centrally in meetings/ conferences involving Senior Managers and decision makers | | Experience of service development and setting up a new service and of setting up mechanisms for feedback and service evaluation of impact. | | Relevant experience of leading, mentoring, and supervising the work | | Experience and understanding of budgetary constraints and a commitment to using local resources and effective work between education and social care for children to receive the best education and social care commitment locally and utilising community and family support | | Experience of successful working with a wide range of stakeholders including children and young people, parents and carers, and those within social care, education and health (including the voluntary sector | | Evidence of effectively and sensitively dealing with a wide range of people regarding difficult and complex issues including the use of effective negotiation | | * **Aptitudes, Skills & Competencies:** | | Thinking creatively and challenging the norms: existing practice, process to achieve the best outcomes for children. | | Communicating clearly and persuasively both orally and in writing to a varied audience profile, including writing reports, guidance, templates, presentations, training materials and programmes. | |  |
| Strong influencing and confident interpersonal skills to achieve best outcomes for children and families whilst balancing Social Care and the local authority’s interests. |  |
| Ability to utilise technology effectively and work with information management systems to produce quality data in a variety of formats and analyse information |  |
| Ability to prioritise tasks, meet deadlines, manage own workload and be accountable to the service. |  |
| An understanding of relationship management an the capacity to establish and maintain effective communication and working relationships across different services and departments. |  |

# 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) |
|  | 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): |  | | |

# 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.

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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 identified below (those ticked). | | | | |
|  | 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) | |  | 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.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.