

Job Description

Section A: Job Profile

The job profile outlines 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

Job Title:	Social Worker
Salary:	£38,220 – £45,091 pro rata, per annum (£23,241 – £27,429)
Grade:	10/11
Hours:	22.5 per week.
Team:	Fostering Recruitment Countywide
Service Area:	Children's Services
Primary Location:	Ron Groves House 23, Oxford Road Kidlington Oxford OX5 2BP <i>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.</i>
Budget responsibility:	None
Responsible to:	Fostering Recruitment Team Manager
Responsible for:	Unqualified members of the team

Job Purpose

An exciting opportunity has arisen for a Social Worker to join the Countywide Fostering Recruitment Team. We are looking for a passionate and dedicated Social Worker to be part of a dynamic team, driving the recruitment of foster carers and contributing to the continued development of the service.

- Assessing prospective foster carers, delivering the Skills to Foster programme, supporting and promoting the role of foster carers in Oxfordshire.
- Completing Initial Home Visits.
- Ensuring assessments and visits are completed within expected timescales and are of high quality.
- Contributing to the overall function and management of the Countywide Fostering Recruitment Team.
- Supporting the team with events and training, which will involve some out of hours working.
- Participating in monthly group reflective supervisions, individual supervisions, and mentorship.

- Collaborating with managers in the development, delivery, and review of services for Foster carers, Children, and Young people.

Job Responsibilities

- Undertake specific responsibility for key service areas, as allocated by the Team Manager, including the delivery of the Skills to Foster programme and providing training to prospective foster carers.
- Support the team in undertaking targeted and bespoke recruitment campaigns, events, and home visits to seek foster carers.
- Complete Form F assessments as required.
- Support service delivery, review, and improvement by participating in working groups, task groups, management meetings, and other appropriate meetings, and by regular file scrutiny.
- Ensure adherence to all County Child Protection Policies and raise concerns in accordance with these policies.
- Organise work according to departmental priorities and manage your own workload within legal and procedural requirements.
- Maintain written records, prepare reports, and complete administrative tasks as required by the department and agencies.
- Advise the Line Manager or Senior Staff member of any matter of concern relating to the safety or protection of children.
- In consultation with the Line Manager, identify learning needs and participate in training events and other learning opportunities.
- Maintain management information systems as required.
- Provide information for users/potential users regarding the nature and availability of resources.
- Take responsibility for personal contribution to the appraisal, supervision, and development processes and procedures.
- 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.
- 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 demonstrates children's rights in the way you work with children and young people.
- Assist the Team Manager in the development and maintenance of relevant systems to manage the team's work, as required.
- Perform any other duties as may be deemed necessary to carry out the full remit of the role.

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

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.

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.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, 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 demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

Essential Criteria	Assessed By:
<ul style="list-style-type: none">• Educational achievement, qualifications, training and knowledge:• CQSW/CSS/DipSW or equivalent Social Worker Qualification• Social Work England Registration• Knowledge of Fostering Legislation and standards• Understanding of Children's Rights Issues• Knowledge and understanding of children and young people in the care system• Knowledge and training to include legislation, statutory procedure and duties,• including child protection, adoption and leaving care• Understanding of range of assessments, including BAAF Form F's, core• assessments and risk assessments• Effective practice	Application/Interview

<p>Job related aptitude and skills:</p> <ul style="list-style-type: none"> • Ability to communicate effectively with adults and children • Ability to write a range of reports to a high standard and keep up to date records • Ability to work independently to give and be given delegated tasks • Ability to keep up to date on latest research matter related to the post • Skills in working with children, young people and their families, including group • Ability to address issues of anti-discriminatory practice within supervisory role • Commitment to high standards of professionalism • Ability to deputise for Team manager, as required, giving advice and support, while managing own caseload and dealing with emergencies • Belief in child focused work • Ability to work with a diverse client group and support colleagues • Ability to develop community networks and access and service these on behalf of clients • Ability to attend work regularly and on time • High level of IT skills 	<p>Application/Interview</p>
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • 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 • Ability to carry a heavier and more complex caseload • Committed to ensuring that a child's welfare is paramount and to taking necessary 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 	<p>Application/Interview</p>
<p>Special requirements:</p> <ul style="list-style-type: none"> • The ability to visit clients and attend meetings across the county and at short notice. Many of the locations do not have access to public transport; therefore, you will need to have access to a car in order 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 • Satisfactory enhanced DBS disclosure • Flexibility regarding office base 	<p>Application/Interview</p>
<p>Equal Opportunities: Commitment to and understanding of the principles of Equal Opportunities for all, in employment and the delivery of services</p>	<p>Application/Interview</p>
<p>Desirable Criteria</p>	<p>Assessed By:</p>

<ul style="list-style-type: none"> • Education achievements, qualifications, training and knowledge: • Training in Restorative Justice, Children's Rights, Risk Management, Effective Practice, Supervisory Skills, Permanency Planning • Has pursued additional training or personal study of relevant subjects • PQ1 holder/Child Care Award holder 	Application/Interview
Desirable Criteria	Assessed By:
<ul style="list-style-type: none"> • Home Study assessments. • Training in Restorative Justice, Children's Rights, Risk Management, Effective Practice, Supervisory Skills, 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](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input checked="" type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	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).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input checked="" type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	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)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	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.