**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 – Adoption Team*** |
| Salary: | £38,220- £45,091 |
| Grade: | 10/11 |
| Hours: | 18.5 |
| Team: | Adoption – Oxford/Swindon Team |
| Service Area: | Adopt Thames Valley, Children and Families |
| Primary Location: | The primary office location is based in Union Street, Oxford . The role is subject to agile working and will involve some home working as well as face to face visits and meetings within the region and also further afield. |
| Budget responsibility: | None |
| Responsible to: | Team Manager/ATM |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| 1. 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. 2. 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. 3. To participate in service developments and to enhance services for adoptive families though involvement in planning services 4. To recruit, assess and support prospective adoptive parents for children. 5. On occasion, as requested by the team manager, to complete non-agency adoption assessments 6. To assist approved adopters in being appropriately matched with a child and to provide post placement support to adoptive families. 7. To Family Find for children from the RAA’s 7-member local authorities, including Oxford, Swindon, Reading, West Berks, Bracknell, Wokingham, and Royal Borough of Windsor and Maidenhead.   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:**   1. To recruit a range of adoptive families according to the needs of the children being looked after by the participating local authorities. 2. To prepare, train, and support prospective adopters, including individual and group preparation. 3. To undertake home studies on appropriate applications and present reports to an Adoption Panel. 4. To act as link worker to approved adopters, and to support them through the matching process and when a child/child are placed. 5. To carry out annual reviews of adopters when necessary under the Adoption Agency Regulations. 6. To contribute to the assessment of the placement needs of children and young people, and family find for them according to their needs. 7. To liaise with and work in close collaboration with children’s social workers and other Departmental staff and staff from other local authorities and agencies as required. 8. Advise and assist in preparation of children for placement either individually, or with siblings. 9. To prepare Court reports in agency and non-agency adoptions. 10. To be a member of an Adoption or Fostering Panel as required. 11. To be involved in the development of new initiatives in accordance with the requirements of legislation and departmental policy. 12. To provide advice and consultancy on adoption issues to colleagues within the Department and other agencies as requested.   15. To attend planning meetings, case conferences, reviews, team meetings, and inter-agency meetings as necessary or appropriate.  **TASKS**   1. To organise work according to Departmental priorities and to be responsible for managing own workload within legal and procedural requirements. 2. To maintain electronic case records, prepare reports and complete administrative tasks as required by the Adoption Agency. 3. To bring to the attention of the Line Manager any factors affecting the maintenance of legal or Adopt Thames Valley requirements or standards. 4. To advise the Line Manager or Senior Staff member of any matter of concern relating to the safety or protection of children. 5. In consultation with Line Manager, to identify learning needs and participate in training events and other learning opportunities. 6. To maintain management information systems as required. 7. To provide information for users/potential users regarding the nature and availability of resources. 8. To take responsibility for personal contribution to the appraisal, supervision and development processes and procedures. 9. To participate in Team meetings, sharing responsibility and accountability for the quality of the service provided. 10. Ensure adherence to statutory and agency policies and procedures in relation to professional and administrative matters within levels of authority, e.g. complaints, health and safety, clients, specific policies/procedures. 11. The ability to attend visits and meetings across the region and, at times, 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 may have to travel at a distance which could involve an overnight stay.   If you are appointed to this post, you will be expected to abide by the Code of Ethics for Social Workers which will be issued to you. If you wish to have further information prior to your interview, please visit [www.tcsw.org.uk](http://www.tcsw.org.uk).  You must have a current registration with Social Work England.  **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.

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| Essential Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:**  • Qualified Social Worker (B.A. Hons Degree, DipSW or CQSW) or equivalent  • Current Registration with Social Work England  • Knowledge of legislation procedures, practice and guidance (Adoption Regulations & Adoption Standards – Adoption & Children Act 2002. Adoption Support Services Regulations 2005,Children Act 1989, Children and Families Bill 2013  • Knowledge of the adoption reform agenda, research in adoption and understanding of adoption issues  • Knowledge and willingness to work with I.C.T.  • Ability to gather and anyalyse information and produce clear and well-written reports for the Adoption Panel and Court within statutory timescales.  • Experience of managing stressful situations, writing reports for court, and presenting the evidence clearly . | A, D |
| **Experience:**  • Proven social work experience with children and families and/or with foster carers and adopters. | A, I, D |
| **Job related aptitude and skills:**  Good interpersonal skills  • Good assessment skills  • Ability to liaise and negotiate with departmental colleagues and those in other agencies  • Ability to assess needs and plan and co-ordinate services to meet children’s needs  \*Active Communication – actively consults and supports the flow of  communication through the organisation and provides a compelling vision to others.  \* Decision-making – makes clear management and financial decisions that take full account of value for money, cost management, efficiency and risk.  \*Delivering Results- Consistently delivers stretching objectives through effective prioritisation, project management and the efficient use of resources.  \* Customer focus – retains responsibility for high levels of external and  internal customer service through active feedback and a strong understanding of diverse customers.  \* Personal Effectiveness - Acts with high levels of trust and personal accountability and responds positively to change and opportunities for personal development | A, I |
| **Personal qualities:** • Credibility with adopters, colleagues and other agencies• Reliability• Empathy• Focussed approach to providing support and help | A, I |
| **Special Requirements:** • Satisfactory Disclosure and Barring Service disclosure. • Driving license and car required. We will consider applications from non-drivers who can demonstrate their ability to travel to appointments and visits.  • Flexibility over working hours. There is some evening and occasional weekend work. | 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:**  •Child Care Award  •Post qualification learning, particularly in the field of adoption or fostering | 1. I, D |
| **Experience:** • Ideally the candidate will have 3 years post qualifying experience of working with children and families, including some experience of Court work, permanency planning and/or placing a child for adoption or assessing prospective adopters.• If not the above, some experience of working with looked after children or with foster carers, or• Experience in supporting adoptive families after the adoption has been finalised, or • Experience of working with adults affected by adoption• Experience of working in therapeutic settings | A, I |
| **Job related aptitude and skills:**  • Ability to participate in information sessions and training for adoptive parents | 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 |
|  | 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.