**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

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| --- | --- |
| Job Title: | Senior Practitioner |
| Salary: | £44,711- £47,754 |
| Grade: | 12 |
| Hours: | 37 |
| Team: | MASH |
| Service Area: | Children Services |
| Primary Location: | Oxford City |
| Budget responsibility: | None |
| Responsible to: | MASH Team Manager/Assistant Team Manager |
| Responsible for: | NA |
| Political Restricted Post: |  |

## Job Purpose

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| *A brief overview of the key objectives of the job:*  To deal with all enquiries and referrals to Children's Social Care, according to the Priority Matrix holding case responsibility until such time as the case is closed/signposted to another service, referred to another agency, or transferred to another team within the directorate.  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 work with children and young people. |

## 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 be the first point of contact for safeguarding concerns, providing advice and information and progressing cases in a timely way * To provide timely assessment of the needs of children referred and identified as being eligible for service using the Priority Matrix. * To hold case responsibility for newly referred cases until such time as they are closed/signposted to another service, referred to another team within the directorate * To provide assessment services which are sensitive to the needs of children, young people and their families, to the highest professional standards, working in partnership with them and partner agencies * To undertake effective analysis and management of risk for allocated children, under the supervision of the team manager * To work in a way which promotes family strengths and the independence of children, young people and their families * The post holder is responsible for ensuring that all County Child 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.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Social Work qualification (B.A. Hons Degree, DipSW or CQSW) or equivalent  **NB This is essential please do not apply if you do not have one of the above as your application will not be considered** | A |
| Experience and understanding of Safeguarding children | A I |
| Awareness of Children’s Rights issues | A I |
| Post qualifying experience of working with children and families | A I |
| Ability to communicate appropriately and effectively with adults and children, and with other professionals | A I |
| Ability to produce timely and high quality written work - letters, forms, reports etc and follow directorate procedures | A I |
| Ability to produce word processed documents and operate computer information systems | A I |
| Ability to demonstrate good professional analytic, risk assessment and decision-making skills | A I |
| Understanding of the need for provision of high quality and effective services in the context of efficient use of resources | A I |
| Commitment to continuous personal development | A I |
| Demonstrable ability to act with high levels of trust and personal accountability | A I |
| Willingness to undertake training | A I |
| Experience of working in a busy, sometimes stressful environment, supported by senior colleagues | A I |
| Commitment to ensuring that a child’s welfare is paramount, and to taking necessary actions to protect children | A I |
| Flexibility and ability to use initiative, whilst accepting the need to work within policies and procedures | A I |
|  |  |
| **Desirable Criteria** | **Assessed By:** |
| Child protection training | A |
| Additional relevant training (in service or external) | A |
| Attention to detail without losing sight of wider context. Ability to look at the wider political agenda for Oxfordshire County Council | A |
| Specialist areas of work/client group | A |
| Inter-agency liaison | A |
| Efficient IT skills | 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.

April 2022