



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

Standard Template

JOB TITLE:	Social Worker – Approved and Supported Year in Employment (ASYE)		
GRADE:	G8	SERVICE AREA:	Children’s Services
JOB CODE:	GNQSW1		
REPORTS TO:	Team Manager	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> Enhanced DBS disclosure is required for this post Ability/ willingness to travel from location to location Some working outside normal office hours will be required. Your designated place of work will be the Civic Centre. The council operates customer focused hybrid ways of working. This is subject to change and you may be required to work from other locations, short or long term. This post is covered by the Government’s Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English. 		

1. Main purpose of the job role:

- To provide effective help and protection to children, young people, families and carers, and help them to achieve positive outcomes.
- To undertake effective assessment, planning and direct work to safeguard children and young people and to meet their needs, and the needs of families and carers.
- To practice social work in a transparent, accountable and safe way in accordance with professional standards and ethics.

2. Role specific duties and accountabilities:

- Practice within the prevailing legislative framework and council policies and procedures, under the supervision of the Team Manager.
- Ensure that work is completed within the stated timescales in accordance with both national and local policy.
- To manage own workload, including working with vulnerable children, young people, families and carers who experience a variety of challenges.
- To ensure needs are met and risks are managed to achieve best outcomes for children and young people with support and direction from experienced colleagues, or the Team Manager as appropriate.
- Advocate for children and young people and ensure their voices are heard and they are supported to participate in a variety of ways and forums as is appropriate to their needs, age and development
- To provide quality and timely assessments and plans for children and young people
- To work with experienced colleagues to provide quality and timely assessments and reports in the agreed format for Courts, Child Protection Case Conferences, Statutory Child in Care Reviews and any other forum as directed.

- Work collaboratively with and develop good working relationships with individual children and young people, families, carers, colleagues and other agencies.
- Maintain records in relation to recording information about children and families in line with Council policy and procedure.
- Actively participate in regular supervision and consultation with the Team Manager ensuring they are always made aware of significant issues in respect of children and families.
- To attend and support at attend strategy meetings, case conferences and reviews.
- Be accountable for own progression and career development, undertaking training and professional development, and maintaining up-to-date knowledge and skills.
- To attend ASYE programme development sessions, reviews and own learning, and completion of the ASYE programme portfolio.
- To practice in anti-discriminatory manner that supports diversity and equality for all people
- Encourage a work environment which promotes the health, safety and wellbeing of self and others.
- Perform duties in line with the Social Work England Professional Standards.
- Any other duties required by the Team Manager commensurate with the grade and post.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Social Worker – Approved and Supported Year in Employment (ASYE)	GRADE G8	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills: (refer to JE guidance document)		
<ul style="list-style-type: none"> Demonstrable skills in assessing children's and young people's needs and developing plans to meet these needs for children and young people 	A/I	3
<ul style="list-style-type: none"> Demonstrates appropriate level of knowledge of current childcare legislation, guidance and regulation 	A/I	3
<ul style="list-style-type: none"> Demonstrates varied knowledge of theory, research, policy and the law relating to social work with children and families, including understanding of child development 	A/I	3
<ul style="list-style-type: none"> Ability to produce concise, literate reports and plans using the accepted agency frameworks. 	A/I	3
<ul style="list-style-type: none"> Demonstrates ability to take responsibility for workload and priorities, and respond appropriately to problems and unexpected situations with support from the Team Manager as appropriate 	A/I	3
<ul style="list-style-type: none"> Ability to undertake direct and life story work that is tailored to children's and young people's developmental stage, identity and needs 	A/I	2
<ul style="list-style-type: none"> Ability to undertake parenting / family support and interventions 	A/I	2
<ul style="list-style-type: none"> Ability to write in a clear, concise and professional way and be understood by a variety of audiences 	A/I	3

<ul style="list-style-type: none"> Ability to work in partnership with other agencies to secure positive outcomes and help children, young people, families and carers to access resources 	A/I	3
<ul style="list-style-type: none"> Ability to work collaboratively and restoratively with people and develop positive working relationships through communication skills 	A/I	2
<ul style="list-style-type: none"> Ability to critically reflect and analyse information to support decision-making and develop solutions 	A/I	3
<ul style="list-style-type: none"> Demonstrates enthusiasm and commitment to social work; understanding and commitment to equality of opportunity and anti-discriminatory practice; upholds and demonstrates knowledge of social work values in accordance with the Professional Capabilities Framework, Knowledge and Skills Framework, and Social Work England Professional Standards 	A/I	3
<ul style="list-style-type: none"> The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post. 	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
<ul style="list-style-type: none"> Experience of working directly with children and young people 	A/I	3
<ul style="list-style-type: none"> Experience of assessment and interventions or support programmes 	A/I	3
<ul style="list-style-type: none"> Knowledge of key theories and methods for work with children, young and families such as child development, systems theory and restorative practice 	A/I	3
<ul style="list-style-type: none"> Knowledge of the law, policy, and up-to-date research and guidance 	A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
<ul style="list-style-type: none"> Social work qualification, BA, MA, CQSW, CSS, DipSW, or that will achieve qualification within agreed timeframe 	A	
<ul style="list-style-type: none"> Registration with Social Work England, or that will be able to register within agreed timeframe 	A	
<ul style="list-style-type: none"> Evidence of practice learning experience and development 	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Must have Full UK driving licence	A	
Prepared by:	Antony Schaffarczyk Principal Social Worker	Date: 24/04/21