

## Role Profile

<b>Job Title:</b>	<b>Newly Qualified Social Worker</b>
<b>Location:</b>	<b>Colindale</b>
<b>Department:</b>	<b>Social Work (Various)</b>
<b>Directorate:</b>	<b>Family Services</b>
<b>Grade:</b>	<b>H</b>
<b>Salary Range:</b>	<b>£39,276 - £42,771</b>
<b>Reports to:</b>	<b>Team Manager</b>

### 1. Job Purpose:

- To work within a Resilience framework to provide a comprehensive and effective integrated social work service to respond to the needs of children and their families in a timely manner and within statutory guidelines and statutory obligations of the council.
- To assess need, plan and deliver focused intervention to safeguard children and promote positive outcomes.
- To use evidence based analytical practice to implement and evaluate safeguarding measures to ensure all children are given the opportunity to reach their full potential.
- To contribute to the delivery of highly effective Children Services in an efficient manner; taking responsibility for working and managing a caseload within a framework of appropriate supervision, dependent upon the complexities of the case and the social worker's experience.
- To work with children and families to support vulnerable service users ensuring the needs of the child remain paramount.
- To work to a structured time management practice; submitting reports, assessments and plans within regulated timescales.
- To co-ordinate, and take a lead role in multi-professional/ agency core groups and other professional meetings.
- To be competent in all areas of the Knowledge and Skills Statements for Child and Family social workers.

### 2. Key accountabilities:

#### Professional Direction and Case Management

- The job holder will have successfully completed the final year of their social work qualification and be admitted on to Barnet's ASYE Programme (Assessed and Supported Year in Employment) which is delivered in collaboration with the NCL (North Central London) Social Work Teaching Partnership, and which accords the job holder with an agreed protected case load.
- The job holder may be directed to a particular specialism of recognized social work and will need to develop additional knowledge and skills which align with the Knowledge and Skills statement for Child and Family Practitioners set out by the DfE 3. The job holder will uphold

the Social Work England proficiency standards for social workers and maintain an updated portfolio evidence of continuous professional development, as set out in the Barnet ASYE approved programme.

- The job holder will maintain a Professional Registration with Social Work England.
- The job holder will demonstrate an understanding of complexity which applies to the NQSW role and be able to adequately respond to these in a timely purposeful manner which meets the Knowledge and Skills statement for Child and Family Practitioners set out by the DfE.
- The job holder will ensure that he/she/they uses supervision efficiently to work within their scope of functioning as a NQSW. This will include the critical reflective supervisions and mandatory Action Learning Sets, as set out in the Barnet ASYE programme.
- The job holder will work directly with children and provide a clear and accurate assessment of a child and his/her family's needs in line with statutory guidance, undertake interviews, observations and gather information from children, families and other agencies as directed by the line manager and under the supervision of the line manager or a senior manager.
- The job holder will on the basis of assessed needs and risks, devise, implement and review care plans, including the development and management of protection plans within a child protection framework.
- The job holder will manage a reduced caseload as directed and organize and plan work activities prioritising tasks and responsibilities.
- The job holder will ensure that statutory responsibilities are undertaken for children including visiting children, arranging reviews, reporting to the court, delivering within timescales and meeting any other national and local performance targets.
- The job holder will provide written and verbal reports, which are concise, informative and based on analysis of complex evidence.
- The job holder will provide focused and purposeful social work interventions, within a Resilience framework, with explicit aims and objectives about desired outcomes within the context of managing risk to children.
- The job holder will work closely with other practitioners to devise written plans and implement clinical interventions with children and their families, in various settings including family homes.
- The job holder will organise complex information and produce comprehensive, analytic, high quality reports which make cogent arguments based on the evidence.
- The job holder will present complex information in writing and person in a range of settings, including with families, foster carers, police, courts and colleagues as requested by the line manager.
- The job holder will establish rapport build and maintain a professional, respectful and honest relationship with children and their families, to develop trust and assist in safeguarding children and promoting positive, purposeful and timely outcomes.
- The job holder will maintain case records and management information on appropriate systems, ensuring that case files are organised and up to date, with chronologies and eco maps in place.
- The job holder will work purposefully with other agencies to promote positive outcomes and ensure an integrated approach, which takes account of the views of other professionals.
- The job holder will apply research knowledge of social work interventions and statutory guidance to inform social work practice.

- The job holder will deliver services flexibly across different parts Family Services (as dictated by service need) and within homes, schools or community settings where required.
- The post holder will establish formal and informal links with partner agencies and colleagues within the council.

#### **External Contacts**

- Mental Health Trusts
- Hospital Trusts
- Designated and named health professionals
- Foster carers
- Prospective adoptive parents
- Schools, Colleges, HEIs
- Residential facilities
- Penal institutions
- CAFCASS
- Probation services
- Barnet Borough Police
- Police Child Abuse investigation Team

- Courts
- Faith Groups
- Private and Voluntary Sector providers.

#### **Internal Contacts**

- Adoption Panel
- Other Teams/ Sections of Barnet Family Services
- Education Panels
- Adult Social Care
- Housing
- Legal Services
- Workforce
- Development and Learning and Development services

#### **Finance**

- To work within financial regulations and procedures in relation to expense claims, subsistence, and mileage claims.
- To ensure all financial transactions are accurately recorded and accounted for.

#### **General**

- To adhere to health and safety requirements and regulations as appropriate to the post
- To work within the principles of “Working together to safeguard children” and the Pan London Child Protection Procedures in relation to safeguarding young people.
- To participate in regular, formal supervision and appraisal according to policy and procedure and carry out necessary action to achieve own development.
- To maintain up to date core professional social work training and development.
- To undertake and participate in training and development as agreed with the team manager.

### 3. Promotion of Corporate Values

To ensure that sharp customer care focus is maintained to the agreed standards according to the council's values, policies, and guidance. Our values:

**C**aring / **L**earning to Improve / **I**nclusive / **C**ollaboration

To ensure that a high level of confidentiality is maintained in all aspects of work, whilst facilitating the storing and sharing of information in line with the Data Protection Act 1998 and the Crime and Disorder Act 1998.

To ensure that the Council is appropriately represented to a high professional standard and its values upheld in public arenas.

### 4. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

The post holder may be required to work outside normal office hours including evenings, weekends, and Bank Holidays.

### 5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

## PERSON SPECIFICATION

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<b>Grade:</b>	<b>Family Services</b>
<b>Salary Range:</b>	<b>H</b>
<b>Reports to:</b>	<b>£38,058 - £41,442</b>

Criteria	Essential/Desirable	Assessed by:
<b>Professional Membership/Qualification</b>		
Must hold the Social Work England Registration	Essential	Application
Must have a recognised professional Social Work Qualification – e.g. DipSW, CQSW or equivalent	Essential	Application
Must have a satisfactory DBS outcome	Essential	Application/Interview
<b>Experience &amp; Knowledge</b>		
Must have demonstrable experience of working as a student social worker within a Statutory Placement and be able to demonstrate transferable skills.	Essential	Application/Interview
Must have demonstrable experience as a student of working within the framework of the 1989 Children's Act and other relevant legislation, Statutory guidance, Standards and Procedures including preparation of court reports and presenting oral evidence.	Essential	Application/Interview
Must have knowledge and experience in the application of National Policies and development relating to Children's Social Care policy areas and the impact on children and their families.	Essential	Application/Interview
Knowledge and experience in the application of relevant theoretical frameworks, practice models, research findings and the application of psychological and human development theories.	Essential	Application/Interview
Must be able to provide evidence of continuing professional development during their student placements.	Essential	Application/Interview
Must have knowledge as set out in the Level Skills and Competency Framework for Social Workers and be able to meet the standards set out in the Children Knowledge and Skills Statements.	Essential	Application/Interview

Skill & Ability		
The ability to initiate and develop close working partnerships with statutory, voluntary and private agencies to gather/share information in order to facilitate decision making for effective service delivery.	Essential	Application/Interview
The ability to provide information, advice, counselling, support and guidance to service users and carers to enable children and young people to improve outcomes.	Essential	Application/Interview
Demonstrate oral and written communication skills, with an adaptable style and able to use a variety of information and tailor styles to suit different needs.	Essential	Application/Interview
Ability to build sound and productive working relationships with colleagues, partners and staff groups; and can engage others in a credible, persuasive way.	Essential	Application/Interview
Ability to plan projects and tasks in a structured way, monitoring progress against plans and can embed these into working practice.	Essential	Application/Interview
Personal Effectiveness Competencies (to be assessed only through safer recruitment personal interview)		
Demonstrate the ability to engage effectively with children and their families.	Essential	Application/Interview
Demonstrate the ability to develop and sustain effective professional relationships with other professionals and organisations.	Essential	Application/Interview
Demonstrate the ability to assess the needs of children and their families within an analytical and holistic framework; using appropriate tools to achieve the desired outcome for this group of service users.	Essential	Application/Interview
Demonstrate sound professional judgments and be accountable for their actions.	Essential	Application/Interview
Demonstrate the ability to undertake direct work with children and their families using a range of evidence based models.	Essential	Application/Interview
Demonstrate the ability to apply and effectively use theoretical frameworks and research evidence.	Essential	Application/Interview
Demonstrate the ability to communicate to a high standard verbally and in writing, and to produce and present reports of high quality.	Essential	Application/Interview
Demonstrate the ability to apply statutory requirements and guidance, local procedures and standards as they apply to children and their families.	Essential	Application/Interview
Demonstrable knowledge of Social Services policies, legislation, professional practice issues and developments.	Essential	Application/Interview

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Able to demonstrate an understanding of how the organisation works and how this fits into the political environment, with a commitment to cross boundary and team working.	Essential	Application/Interview
Able to build and develop productive team relationships; setting clear objectives and identifying better ways of working and managing change effectively.	Essential	Application/Interview
Ability to act as a role model to promote equality and manage diversity in the workplace and service provision, ensuring everyone has appropriate and fair access to support.	Essential	Application/Interview
Ability to understand the Barnet Family Services vision and interpret it to develop practical and achievable work plans.	Essential	Application/Interview
<b>Values &amp; Behaviours</b>		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Desirable	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Desirable	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Desirable	Application/Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in	Desirable	Application/Interview

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delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.		
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Desirable	Application/Interview