
JOB TITLE	Social Worker Safeguarding (Lower Band)
GRADE	AfC Scale Point 35 to 38
DIRECTORATE	Children's Social Care
REPORTS TO	Team Leader Safeguarding
RESPONSIBLE FOR	No supervisory responsibilities

1. ABOUT ACHIEVING FOR CHILDREN

Achieving for Children was created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames and is commissioned to deliver children's services on behalf of the two local authorities. Our vision for Achieving for Children is simple: by bringing together professional expertise from the two founding local authorities, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

Achieving for Children is divided into five key business areas: Education, Early Help Children's Social Care; Special Educational Needs and Disabilities; and the Company (Standards and Improvement and Finance and Resources). Each business area is led by a Director or Associate Director.

2. ABOUT THE SAFEGUARDING

Based in our three Clusters, the Child Protection Teams work directly with children who are subject to a Child Protection Plan, or who have Child in Need status, and their families. This will include: Strategy discussion (open cases) Child Protection Conference Review; and Child In Need Planning and Review. The teamwork to a range of legal options to support investigation and protection and accommodation; if required give evidence in court; using contingency planning to anticipate complexity and changing circumstances.

The Safeguarding teams will transfer cases to the Permanence service when it is clear that permanence away from home will be the outcome.

3. MAIN PURPOSE OF THE JOB

To deliver all aspects of high quality social work provision to children and their families to support them improve outcomes. To undertake cases independently and demonstrate an ability to adapt the approach from first principles to deal with more complex or unusual cases, assessing and managing risks appropriately.

4. RESPONSIBILITIES

Operations and supervisory

1. To safeguard and promote the welfare of young people, giving due consideration to their race, culture, religion and linguistic background.

2. To manage an agreed caseload of children and young people in compliance with casework objectives, statutory and departmental policy and procedural requirements, consistently maintaining the highest level of professional standards.
3. To undertake direct social work responsibilities as an allocated worker to the children and young people assigned, investigating concerns regarding a child or young person's safety or wellbeing, make an assessment of the risk and protective factors in the family and decide on the most appropriate course of action.
4. To work to range of legal options to support investigation and protection and accommodation; if required give evidence in court; using contingency planning to anticipate complexity and changing circumstances.
5. Complete longer-term work with families in order to meet identified need and improve outcomes.
6. To ensure the provision of clear written reports to child protection conferences, reviews, planning meetings and any other purpose as required, ensuring good quality casework analysis and risk assessment is evident throughout.
7. To ensure reports are prepared for Court are of high quality, and to support and prepare workers in the Court process, including giving evidence in Court, as required.
8. To work with children and young people, families, carers and communities to formulate care plans in partnership, based on their assessment of need, enabling them to clarify and express their needs and contribute to their planning.
9. To ensure the planning and review of statutory work with children and young people is in accordance with statutory regulation and to produce written reports and other documentation for this purpose.
10. Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to care proceedings.
11. To prepare and maintain case records and other casework information on the Integrated Children's System (ICS), in accordance with the department's policy and timescales.
12. To demonstrate the standards of proficiency as required by the HCPC in order to maintain registration.
13. To maintain an awareness of own professional limitations and knowledge gaps. To make effective use of supervision and appraisal as an opportunity to critically reflect on casework and to identify learning and development needs to continually improve upon practice; and to support continual professional development.
14. To raise and address (where appropriate) issues of poor practice, internally through the organisation, and then independently if required.

15. To work within the organisation's professional policy and procedures and code of conduct.
16. To be flexible and able to be deployed in commensurate post across Achieving for Children in line with business need.

Performance

1. To participate in the monitoring of service delivery against agreed targets, timescales and resources, taking action as appropriate to achieve desired outcomes.
2. To champion and support continuous professional development within the team.

Communications

3. To ensure effective communications are conveyed in a timely, transparent and coherent manner.
4. To keep staff and stakeholders informed of information that affects them and influences service development.
5. To establish and maintain good communication across children's social care and with departments and agencies to facilitate the improvement and development of the service.
6. To seek, listen to, and respond to the views and ideas of staff and stakeholders, encouraging and actively engaging in positive communications and working relationships.
7. To promote the service professionally and positively with partners.

General

8. To ensure that the highest quality services are provided, within the resources available, and are responsive to the expressed needs and aspirations of residents/users regardless of backgrounds, lifestyles and abilities.
9. To demonstrate a commitment to own personal and professional development and to developing and coaching others.
10. To undertake project work and produce reports and deliver presentations as required.
11. To work on service and system developments including the use of ICS.
12. In the performance of all your duties, and in particular in the support and management of staff, to implement all Achieving for Children policies and procedures necessary to meet customer care needs and to reflect the Achieving for Children's vision and values.

13. Champion the promotion of diversity and equalities in all aspects of service delivery and people management; demonstrate confident application of ethical reasoning to professional practice and decision making.
14. Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.
17. Working to accredited children and family practitioner level of the Knowledge and Skills Statement.

Organisational Chart

An indicative organisational chart is provided below in Annex 1. Supervisory responsibilities between the Head, Team Leader and Senior Practitioners will be determined by the Head in consultation with the Associate Director. The advertised post is highlighted yellow.

5. PERSON SPECIFICATION

Children's Social Care

Job title: Social Worker (Safeguarding)

Grade: AfC scale point 35 to 38

KSS/PCF Level: ACFP/Social Worker

Achieving for Children Promises		
Evidence	Essential/ Desirable	A/I/T
We will put children and young people first	Essential	Interview
We will embrace diversity and champion inclusion	Essential	Interview
We will be resourceful, adaptable and dependable	Essential	Interview
We will nurture strong, responsive and caring relationships.	Essential	Interview
We will value and invest in our staff to deliver innovative and quality services	Essential	Interview
We will work with our customers to deliver the most effective solutions for them.	Essential	Interview

Qualifications		
Evidence	Essential/ Desirable	A/I/T
Educated to degree level with appropriate professional Social Work qualification (CSS/CQSW or DipSw, MA SW, BA Hons SW)	Essential	Application
Current HCPC Registration	Essential	Application
Successful completion of an ASYE programme (If qualified since September 2012)	Essential if applicable	Application
Working towards accreditation against the Knowledge and skills statement at practice supervisor level	Desirable	Application

Links to the Knowledge and Skills Statement			
KSS Domain	Prompts	Essential/ Desirable	A/I/T
1. Relationships and effective direct work	<ul style="list-style-type: none"> ● Proven experience of building effective relationships with children, young people and families. ● Knowledge of gathering evidence through the use of direct tools to help determine risk to children and inform assessments 	Essential	Application / Interview

2. Communication	<ul style="list-style-type: none"> ● Good verbal and listening skills when working with families, encouraging the voice of the child and acting professionally when faced with hostile reactions. ● Clear and concise when communicating in written formats and verbally with service users and other professionals. 	Essential	Application / Interview
3. Child development	<ul style="list-style-type: none"> ● A good understanding of how the varying factors of a child's life play a part in their development. ● Ability to adapt how you work with young people in response to issues that may impact a child's development and the environments in which you are in contact with them. 	Essential	Application / Interview
4. Adult mental ill health, substance misuse, domestic abuse, physical ill health and disability	<ul style="list-style-type: none"> ● A good knowledge of the varying factors that affect a parent's ability to care for their child and identify early warning signs of when these may lead to harm. ● A good knowledge of other professional organisations that can be employed to support parents with different issues. 	Essential	Application / Interview
5. Abuse and neglect of children	<ul style="list-style-type: none"> ● Experience of working on cases with the various forms of abuse and neglect the pose a threat to children and young people. ● Experience leading on and sharing information with partner agencies in aid of a child protection investigation. 	Essential	Application / Interview
6. Child and family assessment	<ul style="list-style-type: none"> ● Experience of writing a child and family assessment. ● Experience of using various evidence based tools and accounting for family history to inform assessments. 	Essential	Application / Interview
7. Analysis, decision-making, planning and review	<ul style="list-style-type: none"> ● Ability to provide solutions to solving the problem family's face including ability to test multiple hypotheses. ● Able to use evidence and professional judgement to make decisions and determine the risk of future harm. 	Essential	Application / Interview
8. The law and the family and youth justice systems	<ul style="list-style-type: none"> ● Knowledge of the legal powers and key duties with when working with children and young people, including key legislation both locally and nationally. ● Experience of seeking further advice and guidance on key issues relating to a 	Essential	Application / Interview

	range of legal issues that affect children and families.		
9. The role of supervision	<ul style="list-style-type: none"> • Able to recognise professional limitations and seek advice within regards to them and working collaboratively to resolve problems. • Ability to reflect on personal impact of working in a complex role. 	Essential	Application / Interview
10. Organisational context	<ul style="list-style-type: none"> • Understanding of the key values of AfC and ability to promote them in your everyday conduct. • Ability to maintain personal and professional credibility through working with the wider organisation. 	Essential	Application / Interview

Skills and ability		
Evidence	Essential/ Desirable	A/I/T
Is able to manage priorities and work under pressure displaying initiative and creativity	Essential	Application/ Interview
Is able to influence, develop and change the motivation and behaviour of people to achieve objectives.	Essential	Application/ Interview
Ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.	Essential	Application/ Interview
Strong organisational ability, including the ability to work on initiative and to prioritise workloads to meet agreed deadlines.	Essential	Application/ Interview
Knowledge and understanding of data quality, information security and sharing requirements.	Essential	Application/ Interview
Experienced in the use of ICT, including MS Word, Outlook and case record management systems	Essential	Application/ Interview
Knowledge of a range of business systems and software applications and a high standard of ICT literacy; ability to understand new technologies and their potential.	Essential	Application/ Interview

This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of the service and the specific requirements of the role.