

Role Title	Children's Social Worker
Job Family	Strategic People
Competency Level	Principal Officer/Manager
Pay Range / Scale	PO1-PO4
<p>Purpose</p> <p>To act as the lead professional in statutory cases that require a qualified social worker, including child protection, care proceedings and looked after children cases.</p> <p>To provide a meaningful and effective social work service to children, young people and their families / carers through reflective, relationship-based practice that reduces risk, safeguards children and promotes their best interests.</p> <p>To develop and deliver specialist support/advice for a defined service area. To ensure relevant legislation, regulations and policies are complied with.</p> <p>To be a member of one of the following social work teams in children's social care:</p> <ul style="list-style-type: none"> ▪ Multi-Agency Safeguarding Hub (MASH, Willow House) ▪ Assessment service (LB Waltham Forest Town Hall) ▪ Safeguarding service (LB Waltham Forest Town Hall) ▪ Corporate parenting service ((LB Waltham Forest Town Hall) 	
Generic Accountabilities	End Results/ Outcomes
Provide advice and make recommendations based on up-to-date knowledge and analysis / evaluation of information. Manage escalated or complex customer issues within the relevant area.	<p>Expert advice, information, interpretation and support are provided on the full range of technical / professional issues within the area of responsibility.</p> <p>Issues are managed through to a satisfactory conclusion.</p> <p>Risk to the Council is minimised.</p>
Contribute to the development of service plans to meet strategic business goals.	<p>Strategic and operational input is provided to wider business planning and development.</p> <p>Customer needs are identified.</p> <p>Services meet legislative and policy requirements.</p>
Research developments in relevant area. Collate process and analyse information / data. Translate outputs into advisory reports / documents / actions as appropriate.	<p>Relevant information / data are managed efficiently and accurately.</p> <p>Accurate and relevant information / reports / documentation are produced.</p> <p>Trends and issues are identified and prioritised.</p>

	<p>Statutory and procedural obligations are fulfilled.</p> <p>Management decision making is supported.</p>
Lead on the development, implementation, maintenance and management of systems, policies, procedures and / or standards within area of responsibility.	<p>Changes to systems, policies and / or procedures are identified and recommended.</p> <p>All updates, amendments, developments are tested and approved prior to delivery.</p> <p>Customers receive prompt, accurate policy / procedural updates.</p> <p>Service standards are improved.</p>
Work closely with others to support/Manage the development and delivery of improvements in processes and procedures.	<p>Identifies gaps in service provision/highlight policy issues and makes recommendations to resolve the issues.</p> <p>Agreed improvements are developed, delivered and evaluated.</p> <p>Issues and recommendations are brought to the attention of senior managers.</p> <p>Benchmark against best practice authorities and center of excellence.</p>
Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	<p>Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.</p> <p>Evidence based recommendations are made.</p>
<p>Manage a portfolio of Projects and Reviews.</p> <p>Lead on specific projects as required.</p>	<p>Projects are delivered to agreed specification, timescales and budgets.</p> <p>Change initiatives are successfully integrated and implemented across all impacted service areas.</p> <p>Value for money is achieved.</p> <p>Ongoing savings secured.</p>
Co-operate with and support colleagues.	<p>Colleagues are supported.</p> <p>Required information is provided.</p>
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	<p>All policies and procedures are complied with.</p>

Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.
Job Specific Accountabilities (PO1-PO3)	End Results/ Outcomes
<p>Engage with families to understand their needs.</p> <p>Use legislation, statutory guidance and best practice to assess risk.</p> <p>Determine if intervention and referrals are appropriate.</p> <p>Use strengths-based conversations to co-produce outcome-focused assessments and plans that draw on strengths, build capacity and effectively safeguard children.</p>	<p>Identify and respond to needs at the earliest possible opportunity, working in partnership with families and their networks to build independence and resilience.</p> <p>Use simple language that meets children and families where they are, embedding cultural competency in your interactions.</p> <p>Share relevant and timely information to manage risk in partnership with relevant responsible authorities, according to procedure.</p> <p>Effectively identify, record, evaluate and reduce risk to the health, safety and wellbeing of children and the public.</p>
<p>Plan and implement interventions and actions for the children you work with.</p> <p>Monitor and review progress and outcomes.</p> <p>Work with a social work supervisor in assessing more complex cases.</p>	<p>Where possible, gain families' consent to share information with relevant agencies.</p> <p>Consider and respect families' cultural beliefs throughout your work.</p> <p>Consider social structural context and inequalities in assessments, planning and review.</p> <p>Deliver / co-ordinate provision of agreed intervention.</p> <p>Provide support to children, young people and carers to the required standards and timescales.</p> <p>Continue to evaluate the assessed needs of children, young people and/or carers.</p> <p>Take timely appropriate action and record any risks identified.</p> <p>Prioritise the protection of children and young people.</p>

	Implement statutory duties where required.
Liaise with and provide professional advice and guidance to colleagues and partner agencies supporting children and young people.	<p>Provide professional advice and interpretation on procedures, policy, legislation, systems, methods etc.</p> <p>Identify children's risks and escalate as appropriate.</p> <p>Using a trauma informed approach, work in partnership with allied agencies that can offer specialist support.</p> <p>Initialise reflective discussions with your professional network, particularly at key moments e.g. when work with a family feels 'stuck' or following a significant event.</p> <p>Share agreed clear, accurate and appropriate information via the most appropriate channel.</p> <p>Take timely actions that are appropriate to the known circumstances.</p>
<p>Maintain properly documented children's files, records and information.</p> <p>Prepare standard reports as required.</p>	<p>Provide timely, clear record of actions, circumstances and decisions.</p> <p>Manage information in compliance with LBWF requirements, legislation and best practice.</p>
Carry out all duties with an awareness and understanding of the safeguarding requirements within area of responsibility.	<p>Ensure work complies with all safeguarding policies and procedures that apply to the role.</p> <p>Ensure behaviours and actions support the safeguarding of children and young people as appropriate.</p> <p>Carry out safeguarding investigations appropriate to the role.</p>
Provide advice and support to families to assist in completing financial and other assessments.	<p>Provide clear and accurate advice on complex financial options / issues.</p> <p>Signpost to appropriate statutory and voluntary social services for a range of issues such as housing, benefits, etc.</p>

<p>Proactively seek out professional development opportunities, skills and behaviours, particularly ones that promote cultural competence, diversity and inclusion.</p>	<p>Take responsibility for identifying and pursuing own professional practice and development needs.</p> <p>Regularly self-assess against the Social Work Professional Capability Framework and Professional Standards and keep up to date with associated practice within the field of mental health and/or addictions where appropriate and required.</p> <p>Maintain an evidence log for achievement against objectives, behaviours and learning activities.</p> <p>Participate in regular practice reflection and supervision through the lens of privilege, power and intersectionality.</p> <p>Participate in job rotation within the service if required to respond to fluctuating demand.</p> <p>Use reflective group supervision to build trusting professional relationships to provide a strong system of support for families.</p> <p>After a significant event, take time to evaluate what you and your colleagues could have done differently.</p>
<p>Supports colleagues in the team.</p>	<p>Contribute to the development of your colleagues by sharing knowledge, skills and experience, providing feedback and collaborating on creative problem solving.</p>
<p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p>	<p>Comply with all policies and procedures.</p>
<p>Support the development of the wider service, acting as part of a team</p>	<p>Offer advice and support to unqualified staff and students on placement and contribute to team activities to assist development and to achieve optimum outcomes for children and their families, including alternative families.</p> <p>Work co-operatively with other agencies and stakeholders and contribute to forums/ projects to develop partnerships and services which are responsive to the needs of children and their families, including alternative families.</p> <p>Share information regarding service gaps, quality etc to inform service development initiatives. Contribute to service planning as part of a team.</p>

	<p>Work within corporate and statutory frameworks including and demonstrate commitment to them in daily working practice.</p> <p>Understand the processes of discrimination and oppression at individual, cultural and structural levels and challenge them appropriately.</p>
Demonstrate effective workload management and high quality, impactful and legally compliant social work practice	<p>Assessments/reviews/support plans (including joint assessments undertaken with health colleagues where appropriate) are completed within the required timescales and effectively meet identified needs.</p> <p>Verbal and written communication skills, to include an ability to provide written reports for conferences, reviews, and Court proceedings and present information confidently in these arenas.</p> <p>Assessments/reviews/support plans are child-led, outcomes focused, strengths-based and comply with the relevant legislation and practice standards.</p> <p>The views and needs of children, their families and carers are routinely considered and clearly evidenced within the assessment/review/support planning process.</p> <p>Professional judgement and decision-making skills are used, including where there is hostility and risk; and a range of interventions/services considered so the right balance is struck between protecting children and supporting families.</p> <p>Analysis and professional judgements are clearly recorded on the Case Management System. Case work records are accurate and up to date.</p>
Ensure the implementation of core legislation and statutory guidance as it relates to children's social care	<p>Interventions are developed and implemented (including more complex cases) that support families, including alternative families, to safely stay together whilst effectively safeguarding children at risk of significant harm.</p> <p>Practice complies with local and national safeguarding statutes and guidance.</p>
Identify and pursue Continuing Professional Development (CPD) needs	<p>The relevant learning and development opportunities (formal and informal) are fully utilised</p> <p>CPD log is regularly updated to reflect the acquisition of new knowledge, skills and behaviours</p>

Job Specific Accountabilities (PO4)	End Results/ Outcomes
Demonstrate strong/advanced level of experience in assessing the complex care and support needs of children and their families	<p>Skilled, specialised and impactful social work interventions are developed to respond effectively to some of the most challenging and complex levels of need</p> <p>A critical knowledge of the range of theories and models for social work intervention is clearly evidenced in professional practice</p> <p>A minimum of 2 years post qualification experience can be evidenced, including working with a high number of complex cases concurrently</p> <p>A resilient and agile approach is taken to work effectively in a challenging and fast paced environment</p>
Support Practice Managers and Team Managers to identify and implement improvements/ efficiencies to processes and practice and contribute to the positive direction of the service	<p>Areas of poor practice are identified through a range of quality assurance activities, and the appropriate remedial action is taken</p> <p>An advanced knowledge of the relevant legislation can be clearly demonstrated</p> <p>The relationship between legislative change (current and future) and the implications for social work practice are well understood</p> <p>Inclusive and anti-oppressive practice is modelled, and any issues of concern are challenged</p> <p>Proactive in encouraging and supporting co-production with children, parents and carers, colleagues and partners.</p>
Proactively identify opportunities to contribute to practice expectations and develop/ enhance the professional practice of others	<p>Take the role of Practice Educator (or attend the relevant training) for social work students as and when required</p> <p>Take the role of ASYE assessor and supervisor for newly qualified social workers as and when required</p> <p>Guidance and mentoring to students / less experienced social work staff in the development of written reports for conferences, reviews, and Court proceedings.</p> <p>Research is used to inform practice and expert professional knowledge is shared (formally and informally) through the relevant events, networks, and</p>

	<p>forums</p> <p>Professional supervision is provided to qualified social workers on a delegated basis. Less experienced social work staff are effectively mentored</p> <p>A vibrant learning culture is promoted and sustained</p>
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Nature of Contacts

Typically involves Heads of Service, and Senior Managers across the authority, and external agencies and organisations providing advice regarding
May involve direct contact with members of the public.

Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances. Deal with people at all levels confidently, sensitively and diplomatically.

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Procedural Context

Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements. Works within laid down procedures but needs to deal with day-to-day problems without always referring to others.

Decisions will be made based on Council procedures.

Occasionally the post will be expected to work from other locations

Key Facts and Figures

Resourcing

Budget Responsibilities: **No**

Supervisory Responsibilities: Yes (as and when required)

Knowledge, Skills and Experience (PO1 – PO3)

- Relevant professional qualification and Social Work England (SWE) registration
- Proven social work experience in a children's social care setting
- Successful completion of the ASYE programme
- Knowledge of relevant national and local policy, statutory guidance and legislation in relation to the provision of children's social care services
- Understanding of the principles of confidentiality and information governance and how these apply to children's social care

- Understanding of diversity and how it affects practice
- Ability to communicate appropriately and in a timely way with children, carers, families, other professionals and team members which is clear, fluent, concise and jargon free and in a courteous calm and professional manner. This includes both verbal and written communication.
- Ability to effectively engage with people in complex situations both short-term and building professional relationships over time
- Ability to engage in difficult conversations in challenging situations and with people who may be resistant
- Alignment with the values of 'language that cares', trauma-informed practice, and the relational practice model of social work
- Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way
- Ability to make skilled professional judgement for interventions including in crises and in response to challenge
- Ability to develop partnership relationships to work effectively in a multi-agency and multidisciplinary environment, demonstrating mutual professional regard and a collaborative approach to person centred working
- Competent in the use of ICT skills
- Competent use of basic numeracy skills and the ability to contribute to monitoring discussions regarding the use of budgets and resources
- Ability to work flexible or unsocial hours at short notice
- Ability to work effectively under pressure
- Ability to prioritise work
- Ability to ensure performance indicators relating to service areas are met

Knowledge, Skills and Experience (PO4)

- Any other, additional PQ qualification related to social work
- Significant post qualification professional experience (minimum of 2 years) working in children's social care as a qualified social worker
- Knowledge, skills and experience in a specialised area of social work practice
- Ability to offer expert opinion in the team, and to other professionals and organisations
- Ability to chair meetings, deputise when required and offer expert support at case meetings
- Advanced ICT skills
- Ability to understand and take account of differentials in power, and use authority appropriately
- A detailed and applied knowledge of legislation and statutory guidance
- Established, or willing to train, as a Practice Educator, and as part of the supervision and appraisal process provide support with personal and professional development to colleagues
- Experience of providing professional reflective supervision
- Evidence engagement in Continuing Professional Development (CPD)

<p>Indicative Qualifications</p> <p>Professional registration with Social Work England (SWE)</p> <p>Degree or equivalent or vocational qualification in relevant subject or area</p> <p>Evidence of Continuous Professional Development</p>
<p>The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.</p>