

## Job Description

**Department:** Children's Services

**Division/Section:** Children's Social Care

**Job Title:** Newly Qualified Social Worker

**Post No:**

**Grade:** GR9

**Reports to:** Team Manager

**DBS Check applicable?** Basic  Standard  Enhanced  None

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes  No

**Line Management responsibility for:**

**No. of direct reports:** None

**No. of indirect reports:** None

**Size of budget:** state whether *accountable* for (i.e. budget holder) No or *accounting* for (e.g. monitoring) No

<b>Job Purpose:</b>	<ol style="list-style-type: none"> <li>1. To carry a workload, in accordance with the requirements of the Assessed and Supported Year in Employment (ASYE), and the experience and capability of the individual social worker. Supervision will reflect the requirements of the ASYE.</li> <li>2. To work under guidance within relevant current legislation and the procedural framework of Peterborough City Council (the Council).</li> <li>3. To work under guidance collaboratively with children, young people and their families/carers to assess their needs and plan and deliver services in accordance with the social work team's service area.</li> </ol>
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## Main Duties and Responsibilities:

1. Under guidance and closely supervised to work in partnership with children, young people and their families/carers and, through building effective relationships, to elicit their needs and views and promote participation in decision making.
2. Under guidance and closely supervised to undertake assessments, in accordance with statutory/regulatory and operational standards, policy, and procedures for the service
3. Under guidance and closely supervised to plan, implement and review a range of interventions for service users in accordance with statutory/regulatory and operational standards, policy and procedures for the service.
4. Manage a workload in accordance with the requirements of the ASYE.
5. Make pro-active use of supervision in accordance with the requirements of the ASYE in order to support development across the Professional Capabilities Framework and to meet the objectives of Performance Development Reviews.
6. Maintain accurate and up to date records safely and confidentially in accordance with the Council's policies and procedures.
7. Pro-actively engage with colleagues and a range of organisations to identify, assess, plan for and support the needs of children, young people and families/carers, in order to promote positive change and independence and to prevent harm.
8. Carry out all duties in accordance with the Council's Equal Opportunities Policy and other policies designed to protect employees and service users from harassment. It is the duty of the post-holder not to act in an oppressive or discriminatory manner towards employees or service users. The post-holder should respond to such practice or behaviour by challenging or reporting it.
9. Meet the requirements of the ASYE and of registration with the HCPC in respect of practice standards, conduct and professional development.

**Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility Clause:** Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Council's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** Feb 2020

**Revised BY:** Jenny Blades

## Person Specification

<b>JOB TITLE:</b>	Newly Qualified Social Worker	<b>POST NO:</b>	
<b>GRADE:</b>	9	<b>DEPARTMENT:</b>	Children's Services
<b>HOURS</b>	37 hours		
<b>DIVISION:</b>	Children's Social Care	<b>DIRECTOR:</b>	
<b>DATE:</b>	July 2013	<b>COMPLETED BY:</b>	Debbie Haith

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the values and principles underpinning the involvement of children, young people and families/carers.</li> <li>• Knowledge and understanding of the legal and policy frameworks and guidance that inform and mandate social work practice in Children's Social Care.</li> <li>• Knowledge and understanding of the Professional Capabilities Framework as it applies to newly qualified social workers.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of children, young people, and families/carers' right to access independent advocacy and complaints processes.</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively verbally and in writing to a range of audiences including children, young people, parents and carers and professional colleagues.</li> <li>• With close supervision, the ability to plan and prioritise workload within a flexible work environment.</li> <li>• With close supervision, the ability to critically analyse information to select, use and review appropriate and timely social work interventions, informed by evidence of their effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with electronic business support processes for maintaining case recording and diary management.</li> </ul>
<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>• Experience of working with children, young people and families prior to qualification.</li> <li>• Statutory placement as a student.</li> </ul>

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree in Social Work or other qualification equal to.</li> <li>• Registration with the HCPC.</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Ability to travel between locations.</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin their practice.</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care.</li> </ul>	