

**SEFTON COUNCIL – PEOPLE DIRECTORATE**  
**Young People & Families**

**JOB DESCRIPTION**

**Post:** Senior Social Worker (Qualified and Experienced)  
**Post Number:** Various **Gauge Reference:** 315  
**Team:** Applies to all Qualified and Experienced Senior Social Workers in Children's Social Care  
**Location:** Various  
**Grade:** I (SCP 31-35)

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**Responsible to:** Team Manager  
**Responsible for:** N/A

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**JOB PURPOSE**

To contribute to the operational delivery of an effective Children's Social Care Service as part of a team responsible for safeguarding and promoting the welfare of vulnerable children and young people continuously improving outcomes.

To be responsible for social work provision including managing own caseload whilst managing the reputation of the Department and Council and complying with national and service procedures and guidance .

**MAIN DUTIES**

1. Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, reflecting the function of the team and Children's Social Care in accordance with policy, procedures, guidance and legislation.
2. Undertake work within legislative frameworks including the preparation of written statements and representations to the judiciary at Court hearings.
3. Be accountable for complex decision making in relation to caseloads ensuring professional judgement, evidence based tools, critical reflection and analysis to inform this.
4. Model critical reflection and evidence based decision making and support others in developing these.
5. Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities and the methods derived from them.

6. Identify and assess levels of risk and need (within statutory frameworks) in often complex situations. Deliver protective and/or supportive services for children at risk, in need and/or looked after. To maintain up to date assessments, care plans and reviews.
7. Be the lead practitioner from family lead planning, organising and multi agency partnership around the family to create positive outcomes for children, young people & families
8. Communicate skilfully and confidently in complex or high risk situations. Model and help others develop communication skills
9. Attend and represent the department at a range of multi-disciplinary forums and undertaking the role of Chair as required.
10. Undertake Achieving Best Evidence interviews as required.
11. Undertake direct work with children, young people and their families in line with Children in Need, Child Protection and Care plans.
12. Work co-operatively with colleagues and in partnership within the Council and across multi - agency boundaries.
13. Using Performance data and findings from audits and feedback from families and other professionals including complaints and compliments to continuously improve practice
14. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.
15. Take responsibility for obtaining regular professional supervision to ensure effective practice, reflection and career development.
16. Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice.
17. Take responsibility for the professional learning and development of self and others including participating in team meetings and contributing to the development of the team.
18. Be responsible for overseeing the management, teaching and assessment of social work students carrying out practice learning placements.
19. Ensure that reports are up to date, of a high quality and submitted according to appropriate timescales.
20. Ensure that expenditure on cases is properly authorised and recorded.
21. Be responsible for accurate, sensitive, timely and up to date data entry on all cases including:
  - data entry on ICS and any other electronic tools or database

- data required for specific PIs/targets,  
Due consideration being given to any legal and human rights of the individuals concerned.

22. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.

23. Undertake any other duties as directed from time-to-time to meet the exigencies of the service.

## **GENERAL**

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

This job description applies to a number of jobs within Children's Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

The post is customer-facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

**Date:** 26<sup>th</sup> April 2024

**Name:** Risthardh Hare

**Designation:** Executive Director for Children's Social Care and Education

**SEFTON COUNCIL – PEOPLE DIRECTORATE**  
**PERSON SPECIFICATION**

Please read the guidance notes before completing your application form.  
 Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

**Job Title:** Social Worker (Qualified and Experienced)\_

**Post Number:** Various

Criteria	Essential	Desirable	Assessment Method
<b>Qualifications</b>	SW Degree or equivalent		C
	Current registration with SWE		C
<b>Experience</b>	Minimum 2 years post qualification experience in statutory Children’s Social Care service		A/I
<b>Demonstrable skills, knowledge and aptitudes</b>	Knowledge of Children Act 1989 /2004, Adoption & Children Act 2002, Children and Young Persons Act 2008, other appropriate legislative frameworks, statutory guidance and processes for Looked After Children and Children subject to Child Protection Plans		A/I
	Knowledge of the Assessment Framework and other relevant assessment and planning tools.		A/I
	Knowledge of child development and family dynamics		A/I
	Ability to research, cascade and incorporate new guidance and procedure into work quickly and effectively; and use to inform professional decision making.		A/I
	Ability to demonstrate advanced skill level in applying needs-led assessment and planning.		A/I
	Ability to demonstrate in-depth knowledge of theory and practice of care assessment.		A/I
<b>Demonstrable skills, knowledge and</b>			

Prepared by:

Risthardh hare

Date: 26<sup>th</sup> April 2024

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Method of assessment:

A = Application Form, I = Interview, C= Certificate, T= Test, P = Presentation

<b>aptitudes continued</b>	Ability to develop practical and procedural knowledge across a defined specialist area.		A/I
	Ability to apply critical reflection and analysis to complex case.		A/I
	Ability to demonstrate effectively the role of a Corporate Parent.		A/I
	Ability to make informed child centred judgments.		A/I
	Ability to communicate effectively and undertake direct work with children and young people.		A/I
	Ability to produce excellent child centred and outcome focused reports and plans.		A/I
	Ability to demonstrate excellent organisational skills and to prioritise and manage fluctuating caseloads.		A/I
	Ability to effectively undertake partnership working with children, young people and families.		A/I
	Ability to meet the demands of the service and produce work to a high standard within set timescales.		A/I
	Ability to be solution focused in relation to case work and service development, resolving familiar routine problems autonomously.		A/I
Ability to recognise and promote safety, health, wellbeing and emotional resilience for both self and colleagues.		A/I	
Ability to follow through on agreements with children, young people and families and demonstrate client empathy.		A/I	

	<p>Ability to take advantage of, and use, information technology, including ICS.</p> <p>Ability to work within professional and ethical standards including the SWE Standards of Conduct for Social Workers.</p>		<p>A/I</p> <p>A/I</p>
<b>Special requirements</b>	<p>This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.</p>	<p>This post is designated casual car user.</p>	<p>C</p>
<b>Other</b>	<p>Ability to demonstrate a commitment to own professional development and that of other colleagues</p> <p>Ability to understand and demonstrate a commitment to equality and diversity.</p> <p>Must be legally entitled to work in the UK.</p> <p>The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time.</p>		<p>A/I</p> <p>A/I</p> <p>C</p>