Social worker – Learning Disability and Autism team Recruitment Pack

Sefton Council

Welcome

Hi,

We would like to thank you for your interest in the role of a social worker in the Learning disability and Autism team with Adult social care.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is approachable and wants to be at the heart of a busy and varied working environment.

You'll play a key role in keeping things running smoothly, bringing structure where it's needed, offering a warm and supportive presence, and approaching every task with professionalism and a positive, can-do attitude. Confidentiality is essential in this role, and we're looking for someone who can be trusted to handle sensitive information with care, discretion, and integrity.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Samantha Critchley
Acting service Manager

Sefton Council

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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:

- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community

initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.

For more information, please refer to our Equality, Diversity and Inclusion Strategy

Liverpool City Region Fair Employment Charter

Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.

- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

We are looking to recruit a motivated and experienced Social Worker into our busy but exciting borough-wide team within the Learning Disabilities & Autism (LD&A)

You will be part of Adult Social Care, working with adults with learning disabilities and/or autism to deliver high-quality, strengths-based assessments, care planning, and reviews that promote independence, wellbeing, and positive outcomes.

The post sit within Sefton's Adult Social Care Service and will work towards excellent standards and improving outcomes, experience, and consistency of practice.

You'll be fully supported by a dedicated Lead practitioner, a dedicated Team Manager, Service Manager, and a passionate and inclusive leadership team who are invested in your success and professional development.

In your role as a Social Worker within Adults with Learning Disabilities and/or Autism, you will work directly with individuals, families, carers, and partner agencies to deliver high-quality, person-centred support in line with the Care Act and associated legislation.

Day to day, you will:

- **Undertake strengths-based Care Act assessments, reviews, and support planning**, ensuring individuals' outcomes, independence, and wellbeing are at the centre of all interventions.
- **Manage a varied caseload**, including complex cases, safeguarding concerns, and transitions into adulthood.
- **Work in partnership with health colleagues and other professionals**, contributing to integrated approaches and multi-disciplinary working to achieve the best outcomes.
- **Support individuals and families to navigate services**, including joint funding processes such as Continuing Healthcare (CHC) and Section 117 arrangements where required.
- **Apply the Mental Capacity Act (MCA)** in practice, including capacity assessments, best interests decision-making, and promoting least restrictive options.
- **Contribute to risk management and safeguarding processes**, ensuring proportionate, defensible decision-making.
- **Participate in team discussions, supervision, and service development**, sharing knowledge and supporting colleagues to maintain high standards of practice.

We are looking for a motivated and experienced Social Worker who brings **compassion, professionalism, and creativity** to their work. You will have a strong understanding of the **Care Act, associated legislation, and joint funding processes**, and be confident in making informed decisions within a supportive team environment.

You will play an important role in **supporting practice development and contributing to a positive team culture**, with opportunities to influence how services are shaped and delivered to meet the needs of people with learning disabilities and autism.

- ✓ A Social Work degree or equivalent qualification
- ✓ Registration with Social Work England
- ✓ Experience in Adult Social Care,
- ✓ Strong knowledge of the Care Act and related legislation
- ✓ Confidence in managing complex, person-centred decisions
- ✓ A commitment to equality, diversity, and inclusive practice
- ✓ Excellent partnership working skills with health and community stakeholders
- ✓ A passion for continuous learning and professional development

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Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.
- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Use of AI in Applications

- Sefton Council values authentic applications that reflect your own experiences, skills and motivations and that sound like you.
- AI tools can be used to support your application, such as helping you structure your answers or as a reasonable adjustment. However, your application should remain your own work and accurately represent your own experience and abilities.
- To ensure a fair and consistent recruitment process for all candidates, applications that appear to rely excessively on AI-generated content may not be shortlisted.

Application and Selection Information

The closing date for this vacancy is **Monday 9th November 2026 (or earlier in the event of high volume of applications being received).**

Provisional interview date – week commencing 23rd November 2026

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.

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Appendix A – Job Description and Person Specification

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Department: Adult Social Care

Location: Various

Division: Adult Social Care

Post No: Various

Job Evaluation Number: 315

Section: Adult Social Care

Post: Social Worker (Qualified and Experienced)

Grade: I (SCP 31-35) £39,186 – £43,421

Responsible To: Team Manager / Lead practitioner

Job Title: Social Worker

Job Purpose

To support the effective delivery of Adult Social Care by working within a dedicated team that facilitates assessment and support for adults with a Learning disability and or Autism. This role focuses on strengths-based practice, empowerment, promoting independence, safeguarding, risk management, and continuous service improvement. The postholder will manage a complex caseload, deliver high-quality assessments, and uphold the reputation of the Council.

Key Responsibilities

1. Case Management & Assessment

- Manage a diverse caseload of adults with a learning disability and or autism, ensuring appropriate support, assessment, and guidance is provided in line with service policies and legislation.
- Undertake comprehensive assessments and develop personalised care and support plans which are co-produced and reflect the individual's needs and preferences.
- Prepare written statements and representations for court hearings, working within relevant legislative frameworks.
- Make complex decisions using professional judgement informed by active service user involvement, coproduction and critical analysis.
- Ensure all work and reports are accurate, high-quality, and submitted within required timescales.

2. Safeguarding & Risk Management

- Identify and assess levels of risk and need in complex situations, in accordance with statutory frameworks.
- Conduct safeguarding investigations and deliver protective or supportive services for individuals at risk.
- Maintain up-to-date assessments, care plans, and reviews to ensure safety and wellbeing.

3. Collaboration & Communication

- Work directly with young people, their families, and wider support networks to promote positive outcomes.
- Collaborate effectively with internal and external colleagues across multi-agency boundaries.
- Represent the department at multi-disciplinary forums and chair meetings as required.
- Communicate confidently and skilfully in complex or high-risk situations, modelling effective communication for others.

4. Professional Practice & Development

- Demonstrate **a** good understanding of the ideas and approaches that guide social work practice with adults with a learning disability and or Autism.
- Model inclusive practice and challenge poor or discriminatory practice.
- Engage in regular professional supervision to support effective practice and your career development.
- Participate in performance and development reviews, identifying learning needs and undertaking agreed development opportunities.
- Support the learning and development of others, including mentoring social work students during practice placements.
- Contribute to team development through active participation in meetings and service improvement initiatives.

5. Data, Compliance & Financial Responsibility

- Ensure accurate, sensitive, and timely data entry into IAS and other electronic systems, including data required for KPIs and key targets.
- Uphold legal and ethical standards in data handling, in line with GDPR, the Data Protection Act 2018, and the local government duty of confidentiality.
- Ensure client information is lawfully gathered, accurate, and only shared in accordance with legal requirements.
- Consider appropriate expenditure and financial responsibility.

6. Additional Duties

- Undertake specific responsibilities as required by the service, such as the role of Approved Mental Health Professional (AMHP), which may include out-of-hours duties.
- Carry out any other duties as directed to meet the needs of the service.

SPECIAL CONDITIONS (if applicable)

N/A

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 Adult'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.

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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.

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.

Prepared by:	**Name**	Adult Social Care
	Designation	Adult Social Care
	Date	August 2025

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SEFTON COUNCIL – Adult Social Care
PERSON SPECIFICATION

The person specification describes the essential criteria (minimum requirements) that a candidate must demonstrate for appointment.

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
Qualifications	Relevant professional qualification (SW Degree or equivalent) and current registration with SW England		C
Experience	Qualified Practice Educator or willingness to undertake training. Best Interest Assessor or willingness to undertake training. Worked with minimal supervision undertaking a complex caseload	Recognised qualification 'Critical Thinking and Reasoning in Health and Social Care	Application/ Interview
Demonstrable skills, knowledge and aptitudes	Demonstrates knowledge of current legislation, policy, procedures and frameworks. Worked alone and as part of team, using own initiative and ability to be flexible. Managed and effectively prioritised a complex caseload, work with integrity and professionalism, worked under pressure and to meet deadlines. Formulated and implemented effective social work interventions In-depth knowledge of best practice for assessment and care planning.	Previous experience working with LAS systems and Microsoft Office	All elements will be assessed via application and interview

	Excellent communication skills to adapt as appropriate to a range of people Including experts by experience, carers, professionals, colleagues. Understanding of national and local priorities/initiatives and their impact on service provision. Respond appropriately to emergency situations and assess and manage risk. Ability to self-motivated, with good organisational and time management skills. Computer literate and ability to use electronic business support processes for maintaining case recording and diary management.		
Special requirements	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. Work at any location across the Sefton Borough.	This post is designated casual car user.	C
Other	Evidence of continuing professional development in line with the Professional Capability Framework for Social Workers. Must be legally entitled to work in the UK.		A/I C

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