



**Candidate Information Pack**

**Somerset  
Council**

# Supervising Social Worker Children's Social Care

## Ref SCC04629/HC

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If you are interested in finding out more before applying, please get in touch with Jackie Hooper via email [Jackie.Hooper@somerset.gov.uk](mailto:Jackie.Hooper@somerset.gov.uk)

If you have any questions about the benefits we offer, or our recruitment process, please contact our Recruitment Team on [recruitment@somerset.gov.uk](mailto:recruitment@somerset.gov.uk) or telephone on **01823 356739**

We will notify you by email if you have been selected for interview or have been unsuccessful on this occasion. Please check that the automated email has not gone in your junk mail folder before contacting us.

When completing your application/CV please provide your full employment history and ensure that any gaps in employment are explained. Please start with your current or most recent employment.

# What You Will Be Good At

## Work Experience Knowledge & Skills

### Essential

- Experience of working in a social care environment (including fostering, safeguarding or children looked after)
- Ability to manage risk and safeguarding concerns and escalate where necessary
- Ability to write comprehensive, clear, and accurate records and reports
- Ability to prepare and chair meetings to facilitate clear decisions being made in respect of foster carers, parents and children and to provide quality assurance
- Knowledge and understanding of Government guidance and legislation, including Children’s Act, National Minimum Standards and Working Together
- Experience of partnership working with other agencies including Social Care Services, Health Services, Voluntary Agencies and/or Education.
- Ability to speak fluent English as stated in Part 7 of the Immigration Act(2016)

### Desirable

- Experience of supervising social worker role and understanding of fostering regulations
- Understanding of Court and the PLO process
- Understanding of early years child development (0 to 5 years old), attachment and trauma

## Qualifications

### Essential

- Possession of recognised Social Care Qualification – Degree in Social Work, DipSW, CQSW, CSS or equivalent
- Registration with Social Work England.

### Desirable

## Personal Attributes

### Essential

### Desirable

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| <ul style="list-style-type: none"> <li>• Demonstrates empathy, sensitivity, self awareness and acceptance of others.</li> <li>• Self motivation and able to prioritise workload, work with competing deadlines and organise time effectively.</li> <li>• Access to and use of a vehicle is an essential requirement to meet the needs of the post.</li> </ul> | <ul style="list-style-type: none"> <li>• Creative thinker</li> <li>• Self-reliant and resilient – able to respond positively to difficult situations</li> <li>• Willingness to embrace organisational change</li> <li>• A commitment to develop one’s own knowledge and practice and contribute to the development of the service</li> </ul> |
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## Key Competencies

### Interpersonal Relationships:

- Develops and sustains professional working relationships with clients, carers, colleagues and external agencies based on mutual trust, respect for individual rights and cultural needs, and the promotion of equality and diversity.
- Promotes independence and effectively disengages from relationships when appropriate.
- Able to support and challenge in an appropriate way.

### Assessment and Service Provision:

- Makes ongoing assessments of frequently complex client needs and associated risks and demonstrates knowledge and understanding of wide range of service options within budgetary framework/constraints.
- Negotiates and implements effective plans for support, enablement, prevention, protection and monitoring, within department/government targets.
- Offers practical suggestions and advice on long term implications of alternative courses of action in relation to quality of service provision.

### Problem Solving:

- Responds calmly to unexpected and emotive problems, seeking solutions, modifying plans and arranging the provision of additional services and/or resources where appropriate.
- Deals effectively with conflict – involving others when necessary.
- Deals effectively with complex interfamilial and interagency problems and develops solutions.

### Communication Skills:

- Able to communicate effectively and sensitively with people selecting most appropriate methods of interaction and respecting confidentiality at all times.
- Produces clear, accurate and concise oral and written assessments, records and reports to facilitate decision making within social work and wider multi-disciplinary teams.
- Selects appropriate medium and format for communication internally and to meet the needs of service users.
- Co-ordinates and chairs group meetings.

### Team Working:

- Co-operative and open with colleagues, sharing information or seeking assistance as appropriate.
- Takes responsibility for own work and demonstrates willingness to learn from others and from experience.

- Willing to assist colleagues to ensure effective service delivery within and outside the immediate team.

**Continuing Professional Development of Self and Others:**

- Supports development of self and colleagues through regular reflection on effectiveness of approach and the acquisition, dissemination and application of new knowledge and skills.

Able to offer coaching and support to students and/or unqualified staff and supervise as required.



# What You Will Deliver

## Key tasks and responsibilities

### Main Responsibilities & Duties

#### Children's Services Function

The responsibility of the Children's Services Function is to promote and ensure the safety, well-being and learning of children and young people. Within the service, Children and Young People's Social Care Teams provide services to "Children in Need" including children with disabilities, children subject to Child Protection Plans, Children "Look After" and Care Leavers. These roles operate in close collaboration with multi-agency partnerships.

Qualified Social Workers will work in accordance with professional standards (as set by the HCPC or other relevant accredited body) and will provide statutory services for children looked after and placed for adoption.

Qualified Social Workers will provide case responsibility for foster carers, children/adults who have been adopted, and prospective foster carers/adopters.

#### Common Elements of the Assignment

**A. Make on-going assessments of prospective carers (adopters or foster carers) to reflect individual circumstances including assessment of risk and capability and the need to ensure that children & young people and carers are protected from harm.**

1. Responsible for a caseload of varying complexity, commensurate with experience, ability and qualification, receiving and responding to referrals and requests from various sources, including requests for advice, assessment and support from foster carers and adopters, in liaison with other professionals.
2. Risk assessment of carers and their households to ensure children and young people are protected. Where required ensure the annual review of carer households and that health and safety checks, safe care policies and DBS checks are updated in line with regulation and service requirements.
3. Undertake statutory and best practice reviews and ensure compliance with relevant legislation, policy and procedures.
4. Promote children and young people's equality, diversity and rights by applying, maintaining and evaluating structures in an anti-discriminatory way. Identify and deliver evidence-based interventions in response to risk and safeguarding concerns. Escalate risk and safeguarding concerns immediately where appropriate.
5. Supervision of carers to ensure children are safe and achieve their potential.

**B. Prepare and present reports as necessary to facilitate decision making about carers and children & young people and to provide effective quality assurance.**

6. Provide information, written assessments, statements, reports verbally and in writing in order to complete assessments and statutory reviews of prospective carers, care planning meeting, formal Panels and reviews of Children Looked After.
7. Maintain file records and supervision records relating to carers to a high standard in accordance with relevant legislation, policy and procedures.
8. Contribute to ensuring the effective operation of holistic Quality Assurance processes alongside the Children Looked After service. Provide accurate and timely information to enable the quality of the service to be assessed.

**C. Provide a needs-led service, working with a range of providers and with the independent and voluntary sectors to meet requirements.**

9. Contribute to the development of Fostering, Adoption and Children Looked After services and develop effective workplace links with the independent and voluntary sectors to ensure that children live in the most appropriate place for their needs.
10. Contribute to the development of recruitment, training and assessments activities for prospective carers. Undertake assessments of prospective carers and make presentations to formal Panels as required.
11. Support post approval training and support carers to complete progression standard activities where required and with other aspects of development as a carer.
12. Assess and provide appropriate support to children who have been adopted.

**D. Establish and maintain appropriate networks and professional relationships with children & young people, their families/carers and other professionals to deliver services through effective partnership working to Carers and Children Looked After.**

13. Contribute to multi-agency partnership working and participate in multi-agency meetings. Act as a lead worker as required engaging with other professionals on specific areas of expertise or new ways of working, eg therapeutic foster care project.
14. Engage with fieldwork colleagues, other professional and carers to identify placements for children and young people both on a planned and, where necessary, emergency basis.
15. Participate in a duty system to identify placements and support placement stability. Work in partnership to enable children & young peoples' carers and families to promote their health, financial, emotional and social well-being.

**E. Build upon existing knowledge and practice with research and training to develop individual skills and new approaches for improvement in service provision.**

16. Develop one's own knowledge and practice and contribute to the development of policy and practice.
17. Participate in performance appraisal and consultations with team managers and undertake regular professional development programmes to improve personal knowledge skills and effectiveness.
18. Contribute to the development of policy and best practice. Where required work with Programme Managers to develop, operate and train others in new ways of working, eg MTFC-C project.

19. Provide accurate and timely operation of IT systems relating to client information, complying with practice requirements. Participate in the effective operations of quality assurance processes.

**Other Elements which you may be expected to undertake:**

20. Available to provide a Duty Response Service within your service area.

21. Contribute to the design, implementation and evaluation of recruitment campaigns in specialist areas subject to appropriate training.

22. Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, children & young people and communities and includes challenging discrimination and promoting equality of opportunity for all.

**Contacts & Relationships**

Will require well developed interpersonal and communication skills in order to:-

- Engage effectively with a range of audiences including professional colleagues and stakeholders.
- Influence and mediate to achieve positive outcomes for children through support and motivation of.
- Manage challenging or sensitive situations and understand the circumstances where escalation is required to a manager.
- Make constructive contributions in multi-agency settings including presentations to formal Panels.
- Understand the requirement to use plain English.

Will require effective working relationships with:

- Children, young people, carers and families.
- Professional colleagues, partner agencies, representatives of the independent and voluntary sectors.
- Schools, colleges, Early Years providers, health services, police, housing services, etc.

**Resources**

Hold an active caseload (as assigned).

Assist the Team Manager in the robust management of resources within the team by ensuring quality and value for money in service delivery.

**Further information specific to this job**

The successful candidate has a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with.



Somerset Council is subject to Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English will be an essential requirement for customer-facing roles.

This job requires a criminal background check (DBS) via the disclosure procedure.

## What We Will Offer You in Return

<b>Salary and grade:</b>	Grade 10, between £34,834 to £39,186 per annum  Appointments are normally made at the bottom of the salary scale.
<b>Contract type:</b>	Permanent
<b>Location:</b>	East Somerset Shepton Mallet/Yeovil
<b>Hours of work:</b>	37 hours per week. These will be in agreement with the line manager.
<b>Annual leave:</b>	For this grade: <b>30 days.</b>  This is inclusive of two statutory days. In addition, there are 8 bank holiday days.  Please note, the amount stated will be pro-rata for part-time and fixed term contract posts.  The annual leave year starts on 1 <sup>st</sup> April.
<b>Probationary period:</b>	The appointment will be subject to a probationary period of 6 months. Internal applicants who have already completed their probationary period would not normally be expected to complete this again.
<b>Notice period:</b>	Following completion of the probationary period, this post will be subject to a notice period of three calendar months on either side.





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