

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Social Worker - Children's Services**

**Vacancy ID: 009795**

Salary: £26,470 - £38,052 Annually

Closing Date: 10/03/2019

### **Benefits & Grade**

Grade J-M

A '**Golden Hello**' of up to **£10,000** will be offered to applicants joining Stockton Borough Council as a new employee who can evidence substantive experience in Child Protection work.

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Stockton-On-Tees Borough Council is an organisation where all staff are trusted, supported and valued to make a positive contribution at work. Where we never lose sight of the fact that we are here to serve the people of the borough.

We are looking for Social Workers who are able to help deliver our services by drawing on our organisational culture and demonstrating the values, behaviours and resilience required.

We value our Social Workers, taking on board their day to day experiences, looking at ways to improve workload whilst still improving our services for children, young people and their families.

Our Social Workers are passionate about their roles. They work hard to achieve, have good assessment and organisational skills, are able to manage risk and are resilient.

Community Care has partnered with Stockton-on-Tees to assess the performance of our Social Workers in delivering the best outcomes for children. In the most recent survey feedback from the team included:

- 'I feel confident I can robustly defend all my decisions'
- 'I feel I am part of a team that conducts high-quality social work'
- 'I feel empowered and able to make difficult decisions and recommendations'
- 'I feel I am in a team that constantly challenges and reflects on outcomes'
- 'I feel I have all the tools and support I need to do my job'
- 'There is a learning culture in my organisation'
- 'I feel in control of my practice'

We offer a package of support to help with the demands of the day-to-day job which include:

- Team Clerks and Typing staff pools to reduce demands and cover administrative tasks such as filing, booking meetings, assisting with organising travel etc.
- A contracted resource provider to facilitate supervised contacts
- A workload management system to enable manageable caseloads
- IT support, including a smart phone and tablet, which means staff can work from home or away from the office, including in a number of touchdown offices across the Borough.

- Family workers based within the team
- Free onsite office car parking and access to onsite Pool cars
- Family Group Conference Team based within the building
- Partner agencies based within the building

Please visit our [Children's Social Work page](#) to find out more about working for us, what our staff have to say and the other benefits the Council has to offer.

Should your application be successful, you will be invited to attend a selection process that will involve an interactive interview. You will meet with the Manager and other members of the team you could be working in.

This will provide you with the opportunity to see first-hand our working environment, the staff culture within the office and the opportunities that Stockton-on-Tees Borough Council can provide.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

For an informal discussion please contact Maria Murrell, Service Manager on 01642 527463.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



**Directorate:**

**Children's Services**

**Service Area:**

**Fieldwork and Assessment**

**JOB TITLE: Social Worker**

**GRADE: J-M**

**REPORTING TO: Team Manager**

**1. JOB SUMMARY:**  
To provide a comprehensive Social Work service to Children and Families across the Stockton Borough

**2. MAIN RESPONSIBILITIES AND REQUIREMENTS**

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| 1. | To be committed to safeguarding the residents of Stockton-on-Tees, ensuring that all safeguarding procedures are adhered to.   |
| 2. | To undertake and participate in risk assessments and risk management strategies, and to refer to other agencies where appropriate.   |
| 3. | To undertake statutory duties as required, e.g. compile reports, attend courts, attend mental health tribunals   |
| 4. | To undertake comprehensive assessments of need in conjunction with appropriate staff from other teams and/or agencies in accordance with agreed policies, procedures and guidelines.                                   |
| 5. | To formulate and design appropriate care plans to meet identified needs in line with agreed policies and budgetary provision.  |
| 6  | To identify suitable providers and to arrange the delivery of appropriate care packages.<br>To identify and feedback to the Team Manager any service provision deficiencies.   |
| 7  | To provide appropriate social work to individuals and families as required.  |
| 8  | To ensure that individual professional standards are maintained, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording. |
| 9  | To feed back to the team manager any problems in relation to the effective provisions of service and/or policies.  |
| 10 | To work effectively within an integrated Team environment in which services from Health, Education and Social Care work closely together.  |
| 11 | To actively participate in, or to chair meetings.  |

12	To work closely with the Voluntary and independent sector.
13	To take reasonable care of your own health and safety and cooperate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
14	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
15	To enhance the departments image within the authority by promoting awareness of services and achievements.
16	To undertake such other duties and responsibilities commensurate with the grading of the post.
17	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council
18	Stockton on Tees Children, Education and Social Care Department is a dynamic organisation, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated: 4.2.19**

## PERSON SPECIFICATION

Job Title/Grade	<b>Social Worker</b>	<b>J-M</b>
Directorate / Service Area	<b>Children's Services</b>	<b>Fieldwork and Assessment</b>
Post Ref:	<b>12850</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>A recognised Social Work Qualification for e.g. DipSW or CQSW</p> <p>Registered with the Health Care Professionals Council</p> <p>Level J – have successfully undertaken or will successfully undertake the ASYE program</p> <p>Level K and above – to have completed the AYSE/NQSW programme if appropriate.</p>		Application form
Experience	Experience of developing care plans and implementing care packages		Application / Interview
Knowledge & Skills	<p>Working knowledge of all legislation relevant to the post.</p> <p>Knowledge of how key agencies work together in supporting individuals and families</p>		Application / Interview

	<p>A general knowledge of the Governments current aims and initiatives, and how these influence practice.</p> <p>Effective interpersonal skills</p> <p>Proven ability to work in partnership</p> <p>Ability to communicate effectively with both children and adults – including with those who have communication difficulties</p> <p>Proven assessment skills</p> <p>Ability to work alone or as part of a team, using own initiative where appropriate</p> <p>Ability to work within timescales and to meet targets</p>		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements	<p>Ability to work alone and as part of a team</p> <p>Good organisational skills and IT skills</p> <p>Have a positive attitude</p> <p>Positive enhanced DBS clearance</p>	Promote a social model of disability	

**Person Specification dated: 2019**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.