



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Adoption Tees Valley.

Completed forms can be e-mailed to 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.

Adoption Support Worker

Vacancy ID: 011119

Salary: £22,462 - £23,836 Annually

Closing Date: 05-07-20

Benefits & Grade

Grade H

Contract Details

Temporary for 6 months

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Interview Date

13-07-20

Job Description

Adoption Tees Valley is the RAA, covering the 5 Tees Valley LA areas, now undertaking all adoption work for this area. We are seeking an Adoption Support Worker to add to the existing compliment of post holders, in providing support to the adoption service within the region with a particular focus on completing Life Story books.

Adoption Support Workers will assist the social work team in providing a comprehensive service to prospective and existing adopters. Duties will include completion of life story books for children; assisting with assessments of prospective adopters; contributing to duty rota; assisting with training and post box arrangements.

The successful candidate will work from ATV Centre in Stockton, and will receive support, supervision and training to enable her/him to operate effectively within the role. ATV is a busy adoption service, now managing a high volume of cases, and some flexibility in working hours may be available to meet the needs of the successful candidate and the service.


An online application form and further information is available from 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.

If you would like an informal discussion about the post, please contact Louise Addison, Team Manager, on 01642 526400.

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

Adoption Tees Valley ensures that all customers, both internal and external receive a consistently high quality level of service.

		JOB DESCRIPTION
JOB TITLE: Adoption Support Worker		
GRADE: H		
REPORTING TO: Team Manager, Adoption Tees Valley		
1.	JOB SUMMARY: To assist the Adoption Tees Valley Social Workers in supporting carers by giving practical support. This may require individual work with children as well as carers.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	Preparation of Life Story books for adopted children, which includes working with the child's social worker, foster carers and adopters to ensure that the best possible record for a child's identity is created.
	2.	Contributing to other direct and indirect work associated with the care plan of the child, as directed, to assist positive identity and wellbeing outcomes for adopted children.
	3.	Contributing to organisational work, to ensure the voice of the child shapes services in Adoption Tees Valley.
	4.	Assisting in delivering of training to Adoptive Parents.
	5.	Assisting in recruitment activity.
	6	Delivering equipment or any other practical support to Adoptive Parents.
	7	Handle cash, as authorised.
	8	Contribute to assessments of identified children through the support work undertaken by providing relevant information in writing on observations. The information provided may contribute to Reviews, Court Proceedings and departmental activities.
	9	Record involvement with individual children and Adoptive Parents.
	10	The activities specified may take place in a carer's home and will require you to be able to access a wide variety of buildings and settings. Your duties may require you being able to undertake the physical movements of climbing, bending, lifting stretching and carrying and to enable you to safely handle and transfer children.
	11	To work with children of all age groups.
	12	Assist in the preparation for events and meetings utilising social media platforms and electronic communications.
	13	Facilitating direct contact with adopters and children.

14	Work with partner agencies and Tees Valley Local Authorities.
15	Organise and facilitate child appreciation days.
16	Ensure records and systems are kept up to date and accurate.
17	Support Letter Box arrangements for children, where directed.
18	To work flexible hours this includes day times, evening and weekends.
19	To contribute by rota to the duty system, which will involve taking initial calls from new enquirers, and existing families, plus other callers to the service.
20	Carry out appropriate duties which may be required by the Team Manager and are appropriate to the grade and post.
21	To enhance the Department's image within the authority by promoting awareness of services and achievements and encourage greater participation.
22	To enhance Adoption Tees Valley's image within the Tees Valley Local Authorities by promoting awareness of services and achievements and encourage greater participation.
23	Adoption Tees Valley 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.
24	The post holder is required to have undertaken a Disclosure and Barring Service check at the appropriate level and continued employment in the role is subject to such a check being satisfactory. A further check will be required to be undertaken every three years. The post holder must notify the Service Manager if he/she received a caution or is convicted of a criminal offence during the course of employment.
25	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Adoption Tees Valley.

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 January 2020



PERSON SPECIFICATION

Job Title/Grade	Adoption Support Worker	Grade H
Service Area	Adoption Tees Valley	
Post Ref:	POS010826	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> NVQ 3 in caring for children and young people Recognised qualification in child care, social care or other related field 		Application form, interview, certificates
Experience	<ul style="list-style-type: none"> Demonstrate recent experience working with children and parents or carers Experience of working in a supportive capacity 	<ul style="list-style-type: none"> Sound awareness of the Adoption Act 2002 Good knowledge of Children's Services 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Understanding of child development Good communication skills, written and oral Knowledge and understanding of need of accurate records 		

	<ul style="list-style-type: none"> • Ability to work with others in a one to one situation or in groups • Ability to provide excellent customer service to all enquirers and users of the service • Knowledge and understanding of child protection procedures • Ability to work as part of a team • Ability to use computerised systems • Ability to carry out pieces of work as part of an intervention plan which includes giving practical advice and support to foster carers and adoptive parents 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement • Ability to work flexibly • Ability to work in challenging environment • Ability to work on a one to one basis, as well as a team • Confident • Approachable 	<ul style="list-style-type: none"> • To continually develop your own skills through experience and training 	<p>Application / Interview</p> <p>Presentation</p>

	<ul style="list-style-type: none">• Use of initiative• Positive and enthusiastic approach• Strong interpersonal and networking		
Other requirements	<ul style="list-style-type: none">• Flexible approach to working outside of normal office hours• Job involves working with sensitive and confidential information about children and will be subject to an enhanced DBS check• Ability to travel independently		

Person Specification dated January 2020

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.