

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 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 – Fostering

Vacancy ID: 011658

Salary: £27,741.00 - £39,880.00 Annually

Closing Date: 14/03/2021

Benefits & Grade

Grade J-M

Contract Details

2 posts, Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Job Description

We currently have an exciting opportunity for two Social Workers with experience of working in the field of fostering, looked after children and kinship care, to join a busy and highly motivated Fostering Service.

This posts will focus on the recruitment, assessment, training and support of foster carers and connected carers as well as occasionally undertaking duty responsibilities and sourcing fostering placements for children.

The post holders will have a good knowledge of current fostering legislation and regulations and must be able to demonstrate excellent assessment and report writing skills.

Applicants should ideally have experience in completing fostering assessments and be able to meet tight timescales.

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 Judith Henderson, Manager, Children's Fostering and Carers Team, on 01642 526218.

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



Stockton-on-Tees
BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:

Children's Services

Service Area:

Looked After Children Resources

JOB TITLE: Social Worker – Children's Fostering and Carers Team

GRADE: J-M

REPORTING TO: Team Manager, Children's Fostering and Carers Team

1. JOB SUMMARY:

To contribute to the provision and development of an effective and comprehensive Fostering Service.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

1. Recruit, train and assess prospective foster carers.
2. To supervise and review foster carers in their delivery of good quality foster care to children looked after.
3. Support and develop foster carers in their delivery of foster care.
4. Working with others, both within and outside the Department to make suitable and safe arrangements to place children and young people within a framework of assessment, care planning and review.
5. Participate in a duty system dealing with requests for foster care placements. Taking enquiries about all aspects of fostering and offering urgent assistance to approved carers.
6. Plan and deliver pre and post approval training to carers.
7. Work with others to achieve early permanency for children and young people.
8. Find suitable placements for children who require long term foster placements, coordinating the planning and delivery of life appreciation events where appropriate.
9. Undertake assessments of prospective special guardians, where children are placed with them under a fostering arrangement.
10. Complete assessments of post special guardianship support and plan the provision of appropriate packages of support.
11. Support foster carers to offer high quality 'staying put' arrangements for children they have previously fostered.
12. Work closely with children's social workers, foster carers and adoption services to ensure that children are moved to adoptive placements in a timely and child focussed way.
13. Contribute to the training of departmental staff as need be.
14. Maintenance of records and administrative system as required by the Department.
15. Ensuring that statutory and departmental policy requirements are complied with in all aspect of the work.

	16.	To feedback to the Team Manager any difficulties in relation to the effective provision of services and/or policies.
	17.	This position may require staff to work flexibly outside the normal office hours.
	18.	To enhance the Department's image within the Authority by promoting awareness of services and achievements and encourage greater participation.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of J-M Career 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.



PERSON SPECIFICATION

Job Title/Grade	Social Worker – Children’s Fostering and Carers Team	J-M
Directorate / Service Area	Children’s Services	Looked After Children Resources
Post Ref:	POS004018 / POS011611	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Hold a recognised Social Work qualification SWE registered A “Prescribed Person” as described under Section 94(1) of the Adoption and Children Act 2002	Post Qualification Social Work	Application form
Knowledge & Skills	Proven post qualification experience in working within Children and Families Services. Working at a high level and being case holder for cases involving children in need, safeguarding and children looked after Experience of assessing substitute families for children and completing suitability to foster and special guardianship assessments	Recent experience of supervising and working with foster carers, connected persons, and special guardians Recent experience of supervising others	Application / Interview

	<p>Recent experience of direct work with Children Looked After</p> <p>Working knowledge of the Children Act 1989, Fostering Service Regulations and National Minimum Standard in Foster Care, Special Guardianship Regulations 2005 and Care Planning, Placement and Case Review Regulations 2010</p> <p>General knowledge of the key issues associated with the placement of children</p> <p>Knowledge of how Social Care fits with other key agencies involved in working with children</p> <p>General knowledge of the provision of Fostering Services</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Ability to communicate with both children and adults</p> <p>Ability to meet tight timescales</p> <p>Proven assessments skills</p> <p>Ability to work in partnership with both children and their families</p> <p>Ability to work alongside other key practitioners planning for the best interest of children</p>		Application / Interview

	<p>Presentation skills</p> <p>Ability to work alone and as part of a team</p> <p>Ability to use initiative</p> <p>Absolute commitment to the work of Children's Social Care</p> <p>Ability to meet targets</p> <p>Work to a high standard of practice</p> <p>Ability to problem solve and be flexible</p> <p>Have a positive attitude</p>		
Other requirements	<p>Ability and willingness to work flexibly as necessary outside office hours</p> <p>Capacity for independent travel across the Borough</p>		

Person Specification dated January 2018

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.