 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
DIRECTORATE: Children's Services	SERVICE AREA: Children's Social Care
JOB TITLE: Newly Qualified Social Worker – Children's Services	GRADE: J
REPORTING TO: Team Manager – ASYE Academy	

1. JOB SUMMARY
<p>Responsible for:</p> <p>To provide a comprehensive Social Work service to Children and Families across the Stockton Borough</p> <p>Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.</p> <p>You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.</p>

2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	<p>Responsible for:</p> <p>To undertake statutory Social Worker duties as required including:</p> <ul style="list-style-type: none"> • 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. • To undertake and participate in risk assessments and risk management strategies, and to refer to other agencies where appropriate. • To formulate and design appropriate care plans to meet identified needs in line with agreed policies and budgetary provision. • Lead the investigation of allegations of significant harm to children in consultation with other professionals • Use the law, regulatory and statutory guidance to inform practice decisions. Make use of the best evidence from research to inform the complex judgements and decisions needed to support families and protect children from intra-familial and extra-familial harm. • 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. • Maintain registration with Social Work England and adhere to the Social Work England standards of contact, performance and ethics, and standards for continuing professional development.
2.	Contribute to managing the team and the achievement of service objectives.
3.	Contribute to the management of people in the team, support their learning and development and undertake your own personal development.
4.	Contribute to managing budgets and the achievement of financial objectives.
5.	Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.
6.	Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement.
7.	Support and promote the ongoing work, development and improvement of the Directorate and the Council.
8.	You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.

3. GENERAL

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

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: 24/03/2023

 Stockton-on-Tees BOROUGH COUNCIL	PERSON SPECIFICATION	
DIRECTORATE: Children's Services	SERVICE AREA: Children and Families Social Care and Through Care	
JOB TITLE: Newly Qualified Social Worker - Academy	GRADE: J to M	

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • A recognised Social Work Qualification e.g. Degree in Social Work, DipSW or CQSW • Registered with Social Work England • Level J – have successfully undertaken or will successfully undertake the ASYE programme 	<ul style="list-style-type: none"> • Continuous professional development 	Application
Experience	<ul style="list-style-type: none"> • Supporting learning and development • Partnership working • Promoting a positive culture • Customer focus • Improving services • Experience in developing care plans and implementing care packages • Proven assessment skills • Use of policies and procedures in Social Work practice 	<ul style="list-style-type: none"> • Managing teams and people • Managing performance • Managing finance • Decision making • Working in local government or public sector 	Application / Interview

	<ul style="list-style-type: none"> • Knowledge of a range of social work theories relevant to the role • Ability to maintain professional standards 		
Knowledge & Skills	<ul style="list-style-type: none"> • Effective communication • Problem solving • Effectively plan and prioritise workload • Microsoft Office technology solutions • Service-specific information and case management systems • Ability to work within timescales to meet key targets • Knowledge of how key agencies work together in supporting individuals and families • link the Knowledge and Skills Statement for Children and Family Social Work to practice • Knowledge of a range of social work theories relevant to the role 	<ul style="list-style-type: none"> • Information governance and security 	Application / Interview
Behaviours	<ul style="list-style-type: none"> • Demonstrate the behaviours that underpin the Council's Culture Statement • Leading by example • Collaborative team worker • Handle difficult situations sensitively • Pragmatic, flexible and resilient • Self-motivated, energetic, not easily discouraged • Communicate clearly and sensitively, building effective relationships with children, young people and families and other professionals. Listen to their views and enable their full participation in assessment, planning, and review. • Be accountable for, and review own practice using supervision and reflective practice. Seek advice from a range of sources. Discuss, debate, reflect upon and test hypotheses. 		Application / Interview

	<ul style="list-style-type: none"> • Produce well argued, focused, and jargon free case notes, plans and reports e.g. assessments and court reports. Present a clear analysis and a sound rationale for actions and conclusions. • Build and maintain high quality and appropriate professional relationships with children, young people and families to enable positive change to take place. • Share learning with colleagues by mentoring, coaching and reflective discussion. 		
Other requirements	<ul style="list-style-type: none"> • The role requires frequent travel between venues across the borough, therefore a full driving licence and access to a motor vehicle is essential. • The role is delivering a service predominantly during office hours however an ability to flexibly work beyond core hours is essential to meet the needs of service users and/or the service • Positive enhanced DBS clearance • Ability to work alone and as part of a team, using own initiative where appropriate • Commitment to Continuous Professional Development and maintain Social Work England Registration 		Application / Interview
Person Specification dated: 24/03/2023			

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Children's Social Care
JOB TITLE: Newly Qualified Social Worker – Children's Services	
GRADE: J	
JOB LOCATION / BUILDING: Stirling House	
REPORTING TO: <i>Team Manager – ASYE academy</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		x

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		x
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		x
Working at Heights - Safety Critical: Employee will be required to work at a height .		x
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		x

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.	x	
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		x
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		x
Lone Working (including Home Working): Employee will be required to work alone.	x	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	x	
Any Other: Please identify any other known risks associated with this job role.		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:



Date: 24.03.2023

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:

Occupational.Health@stockton.gov.uk