

Job Description Social Worker

Overall Purpose of the role	To provide a comprehensive social work service to children and young people and their families on a medium to long term basis. All staff will be expected to consider their role in the context of the objectives that the Trust is working towards and to contribute constructively to the continuous improvement, performance management and best value culture and also the interagency context of the Trust's work.
Main Duties and Responsibilities	<u>Key Relationships</u> All staff will be expected to promote team working across the schools as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected Members as appropriate. Additionally, key relationships for this post will be: • Trust leaders • Head teachers • School Safeguarding Teams • Administrative staff • School Staff • Colleagues from other agencies <u>Main Duties and Responsibilities</u> 1. To provide a comprehensive social work service to children and young people and their families on a medium to long term basis including assessment and support. 2. To carry out social work duties and tasks in accordance with the policy and procedures of the Trust and standards set down in law, guidance and regulations. 4. To work with members of the public and other agencies/departments to assess needs, risks and eligibility for services; to agree Care Plans and to arrange and deliver services. 5. To work effectively with children, young people and their families and ensure that their views are taken into account throughout the assessment, planning and review process. 6. To ensure that all necessary information regarding individual children and their families is input appropriately into the School's CPOMs System in accordance with Policy and Procedures.

	7. To feedback to the Headteachers and Safeguarding team any problems in relation to the effective provision of services and/or policies. 8. Any other duties of a related nature which might reasonably be required and allocated by the CEO/Headteachers. <u>Changes</u> Over time Trust services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.
Confidentiality	• Ensure high levels of confidentiality are maintained at all times • Handle sensitive information in line with academy policies • To ensure that data and information about children, young people and families is secure, that the Trust's data protection policies and procedures are followed, and that information sharing protocols are observed.
Recording and Reporting	• Ensure case notes are concise, accurate, outcome focused and reflect the current status of a case. • Compile reports/case studies for meetings, audits or inspections • Maintain efficient and contemporaneous records and notes in all aspects of the role • Produce reports to School and Academy leaders in a timely manner • Prepare and distribute detailed meeting papers, including agendas, minutes and action plans • Maintain efficient and contemporaneous records and notes in all aspects of the role • Produce attendance reports to School and Academy leaders in a timely manner • Prepare and distribute detailed meeting papers, including agendas, minutes and action plans
Referrals	• To make referrals and collaborate in joint work with other academy staff, local agencies and community groups in relation to individual cases and aspects of children's general welfare • Work in close partnership with the school's designated Safeguarding leads

Other	• Undertake additional duties as could be reasonably required and requested by school/trust leaders • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person • To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies. • To adhere to the requirements set out in other policies/documentation such as Staff Code of Conduct and Staff handbook for each school. • Contribute to the overall ethos/work/aims of the school and wider Trust • Establish constructive relationships and communicate effectively with other agencies/professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. • Any other duties required by the CEOs or the Headteacher, which is in the scope of the post.
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Signed _____

Date _____