



# Bracknell Forest Children, Young People & Learning Recruitment Pack

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## Family Worker, Over and Under 11's

Visit our micro-site [www.bracknell-forest.gov.uk/childrensocialcare](http://www.bracknell-forest.gov.uk/childrensocialcare) to meet some of our current staff and find out more about working for Bracknell Forest Children's Social Care

# About Children's Social Care at Bracknell Forest

Our department aims to ensure that children and young people in Bracknell Forest achieve the best possible outcomes for their lives through education, advice and guidance and access to support.

## **Children's Specialist Support**

Bracknell Forest Council's Children's Specialist Support Team is part of Children's Social Care, and is co-located with the Special Educational Needs Team and Educational Psychology. The team work with children and their families who require a specialist social care response as a result of needs or risks relating to disability, physical/sensory impairment, complex health needs, learning /disability, child sexual exploitation and or going missing. The role of the team is to support permanency with a personalised approach that enables wherever possible children to be cared for safely within their own families.

## **Safeguarding**

The remit of the Safeguarding team is focussed on preventative work and on child protection.

The Referral & Assessment Team is the front door to Children's Social Care Services, providing advice and information to the public and professionals and undertaking assessments when the child and family appear to need support. If a contact or referral to the team does not meet the threshold for social work assessment, it is signposted to appropriate services or other early help resources. This team also carries out child protection enquiries and child in need assessments, visiting families when there are concerns about children's safety and/or welfare. Following an assessment if further intervention is required the family are allocated a social worker from one of the long term teams, Under 11's, Over 11's or Disabled Children's Team. All case work is closed or transferred from the Referral & Assessment Team within 4 to 6 weeks.

The Under 11's team primary role is to ensure that the welfare of vulnerable children and young people is safeguarded and has a particular focus upon those children who are subject to Child Protection Plans or Care Proceedings, although the team carry a significant number of Child in Need cases too.

Both teams have close working relationships with our Legal Department, Independent Reviewing Service and multi-agency partners.

## **Looked After Children**

### ***Family Safeguarding Over 11's Team***

The Over 11's team works with children, young people and their families assessing help and support needed, as defined by the Children's Act 1989 and makes arrangements to provide appropriate services. This includes Child in Need assessments and Child Protection enquiries and support for Looked After Children. The team manages high risk, complex cases and progresses matters via the family justice system, as appropriate.

### ***Life Chances Team***

The Life Chances Team is a virtual, interagency team working with Looked After Children. The team is a method of effectively using the time of the professionals involved to understand and put into place solution focused plans and actions to address any current or potential difficulties that could impede the progress of the child or young person. The overall aim of the team is to improve outcomes of children and young people in preparation for adulthood in the areas of accommodation needs, health care and educational achievement.

### ***Family Placement Team***

The Family Placement Team provide the full range of family placement services, including fostering, post adoption, respite care, supported lodgings, connected persons fostering, Special Guardianship, assessing private fostering arrangements and the short break scheme for disabled children. The team is also responsible for all aspects of placement finding for planned and unplanned needs.

## **Youth Offending Service**

The Youth Offending Service (YOS) is made up of professionals from a variety of agencies. The team includes a social worker, police officer, health worker, education specialist, training & employment worker, substance misuse worker, case managers, parenting worker and restorative justice coordinator. We provide services for young people aged 10 to 17 who have offended and are sentenced by the Youth or Crown Court, to be supervised in accordance with the conditions of their Youth Justice Court Orders. The service is provided with due regard for the victims of these offences.

## **Leaving Care Service**

The Leaving Care team provides support to Looked After Children from the ages of 15 1/2 years and acts in the capacity of personal advisor until the age of 21 years, as defined by the Care Leaving Act 2000, the Children and Young Persons Act 2008, Care Planning Regulations 2011 and the Transition to Adulthood Statutory Guidance 2011. There is an expectation that the team is in regular contact with the young person, visits their accommodation within timescales, addresses their NEET (not in education, employment or training) and health needs and acts as a concerned involved parent. The Local Authority is required to provide support until the young person reaches 25 years, if they remain in education or training.

# About Children's Social Care at Bracknell Forest

## OFSTED 2017

This is an opportunity to join a Local Authority who were assessed by OFSTED as 'Good' with 'Outstanding' features in the most recent inspection of services for children in need of help and protection, children looked after and care leavers in April 2017.

Some of the positive comments include:

***'Children and families in Bracknell Forest receive good and sometimes excellent services. The councillors and managers really want children to do well, and they make decisions that put children first.'***

***'Social workers enjoy working for Bracknell Forest. They appreciate the training and clinical supervision that they receive, as well as the availability and support of senior managers.'***

***'Staff have access to a comprehensive package of multi-agency training and developmental opportunities, as well as a range of information, research and materials via web-based learning and resource sites. A well-structured pathway is in place for newly qualified social workers to access the assessed and supported year in employment.'***

Read the full report on safeguarding and looked after children's services at

<http://www.ofsted.gov.uk/local-authorities/bracknell-forest>

## Signs of Safety

Bracknell Forest Children's Social Care use the Signs of Safety (SOS) approach as a framework for practice in child protection and child in need casework which seeks to bring together a focus on both problem and solution.

- It uses a comprehensive approach to risk that is rigorous in exploring harm and danger while simultaneously eliciting and inquiring into strengths and safety.
- It brings forward clearly articulated professional knowledge while also equally eliciting and drawing upon family knowledge and wisdom.
- It is designed to undertake the risk assessment process with the full involvement of all stakeholders, both professional and family.

The approach uses a one page assessment and planning protocol that maps harm, danger, complicating factors, strengths, existing and required safety and a safety judgement in situations where children are vulnerable to or have been mistreated. The assessment and planning protocol (and the questioning processes and enquiring stance that underpin it) are designed to be the organising map for child protection intervention from case commencement to closure.

## Admin Support

Our Children's Services admin team supports all of our service teams. It provides a dedicated service to undertake administrative tasks. Functions include fielding of incoming calls, typing, Mosaic inputting and claim processing. We have implemented ESCR allowing all documents relevant to a case to be attached as soft copy to the Mosaic record.

## Work Style / Parking

This position involves working in the field/attending meetings at work and/or working in other locations (this may include working from home). As such, the post holder will be equipped to work remotely with web-enabled remote access and a mobile phone. Those who work with sensitive information will also be issued with a secure laptop. It is anticipated that the post holder will be away from their desk at least 20% of their time. The Children's Services teams are located in an open plan office in Bracknell town centre. As a required car user you will be entitled to free onsite parking.

## Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analysis to identify skills gaps and personal development opportunities. As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

## Staff Benefits

Please visit <http://www.bracknell-forest.gov.uk/workingforthecouncil>



## We'd like our Social Workers to be like this...



Be understanding

Don't force us to do stuff  
– If you want us to do something you think is good for us, explain why, give us time to think about it and respect our views

Take action

Stick to deadlines

Be on time  
– or warn us if you're going to be late

Not judgemental  
– Don't judge a book by its cover

A good listener –  
use your ears not your mouth

Keep promises –  
don't make promises you can't keep

Respectful

Trustworthy –  
you can talk to them about anything

Fun and Energetic

Friendly

Good with children

Confidential – what's said in the room stays in the room/between your ears unless you or the young person thinks they are in danger or if they ask you to tell someone because they need help or support with something

Never lie

Understand our point of view

Easy to contact – make sure people know what's happening

Organised

Be Safe

All Ideas from members of SILSIP,  
Bracknell's Children in Care Council



# Job Description

## JOB DESCRIPTION

<b>Authority:</b> Bracknell Forest Borough Council	<b>Department:</b> Children, Young People and Learning
<b>Section:</b> <i>Over 1 or Under 11's Team</i>	<b>Location</b> Time Square
<b>Job Title:</b> Family Worker	<b>Grade/Salary Range:</b> BG H

## JOB PURPOSE

To work as part of the Children's Social Care Team providing services for children and young people and their parents/carers, ensuring children's views are heard.

The Family Worker will both hold cases and carry prime responsibility for identified tasks including work on other workers' cases. The Family Worker will work directly with families, individual adults, children or young people and groups and will liaise with other agencies involved with the family.

The purpose of the role is to provide support to families to enable children to remain cared for within their families where possible, or to maintain them in placement, and the support provided will include both practical support as well as programmes of planned intervention.

The post will also offer specific support to Social Workers including supervising contacts and transporting young people to appointments.

The post holder will be the point of contact for all concerns raised from various sources regarding children and young people and to accurately record key elements of concerns.

To understand the thresholds pertaining to the different tiers of service provision and to direct children, young people and families to the appropriate service.

To respect confidentiality and explain when there is a need to share information with others

To signpost individuals, children (age appropriate in a child centred way) young people, families, carers, groups and partner agencies to access benefits and services

***DESIGNATION OF POST & POSITION WITHIN DEPARTMENTAL  
STRUCTURE***

Director of Children, Young People and Learning



Chief Officer (Children's Social Care)



Head Of Service



Team Manager



Assistant Team Manager



Family Worker

## **MAIN DUTIES AND RESPONSIBILITIES**

1. To hold a caseload of family support cases where the focus of the work is to enable the family to maintain or improve the child's development.
2. To undertake pieces of work on other Social Workers' cases, such as group work, family work or individual direct work with a child, young person, parent or carer. This may include families where the child is Looked After or on a Child Protection Plan. The work may include planned assistance such as brief therapy, budgeting, parenting skills, independent living skills and other aspects of family life as appropriate as well as providing practical assistance such as driving, escorting, delivery of equipment, and supervising contact between children and adults as required.
3. To take part in meetings which agree and review assessment and intervention programmes with families and ensure that activities planned for children and adults are designed to meet these goals. This will include planning and carrying out home-based and/or community-based programmes with families when required. This work may include group work, training sessions as well as work with individual children and adults.
4. To contribute to single assessments or parenting/carers assessments on family support cases which have been identified as Children in Need of support.
5. To prepare information and reports for a range of meetings as required as well as maintaining records in line with Departmental Policy.
6. To liaise and co-work with other professionals and agencies to meet and co-ordinate the response to the needs of service users.
7. To be aware of, and to put into practice, Bracknell Forest Council's policies on Child Protection, Equal Opportunities and Anti-Discriminatory Practice.
8. To ensure that work with children and adults meets Departmental Policy and Procedures with regard to Health & Safety, including guidelines and procedures relating to fire, reporting of accidents, first aid, infection control, HIV and AIDS, food preparation, use of car seat restraints.
9. Encourage user involvement/feedback and be involved in the evaluation process of services provided.
10. To carry out any other tasks that are commensurate with the post, which may be required by the managers of the department.

## **Communication skills and information sharing**

1. Talk to those requiring and using services and their carers, with due respect for their age, ethnicity, culture, understanding and needs. Maintain county Policies on Equal Opportunities and Anti-Racism
2. Build honest relationships based on clear communication
3. To gather and accurately record information both manually and on computers to support the audit and quality assurance of the service.

4. Welcome and encourage service user's participation and feedback to produce good outcomes for children, young people and families.

#### **Partnership and Collaborative Working**

1. To work collaboratively with other agencies to identify risk, ensure children and young people are safeguarded and provide support.
2. To work flexibly across teams should the needs of the service require it.
3. To work collaboratively with children, young people, families and other professionals
4. Work effectively with others to improve services offered to children, young people, families, carers, groups and partner agencies

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

#### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

The post holder has no budget or staff supervision responsibilities. The post holder's role is an important one in that it provides practical and enabling support to families so that they are better able to care for children.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.



## PERSON SPECIFICATION

<b>Job Title:</b> Family Worker	<b>Department/Division:</b> Children, Young People & Learning
<b>Authority:</b> Bracknell Forest Borough Council	<b>Section:</b> Over 11's Team

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Experience or training in working with young people and their families</li> <li>• Willingness to undertake training as deemed appropriate to maintain the quality of the service (including CWDC<sup>1</sup> Induction Standards if not already completed)</li> </ul>	<ul style="list-style-type: none"> <li>• NNEB</li> <li>• NVQ 3</li> <li>• BTEC in Social Care (Certificate or Diploma) or equivalent e.g. P.C.S.C.</li> <li>• C&amp;G 325</li> <li>• I.C.S.C.</li> </ul>
<b>Competence Summary</b> (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Knowledge of child development and children's age-related needs or capacity to learn this</li> <li>• Ability to plan and evaluate work with children</li> <li>• Ability to listen to children and young people, ensuring their views are heard</li> <li>• Negotiating skills</li> <li>• Basic IT skills or ability to learn these</li> <li>• Able to work within policies and procedures</li> <li>• Understanding of and commitment to the requirements of safeguarding children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of the Children Act 1989/ 2004</li> <li>• Experience or understanding of multi-agency working</li> </ul> <p>Training or experience in one or more of the following:</p> <ul style="list-style-type: none"> <li>• brief / solution focused therapy</li> <li>• family therapy/family work</li> <li>• direct work with children</li> <li>• counselling</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Ability to maintain professional boundaries</li> <li>• Ability to work as part of a team</li> <li>• Adaptable and comfortable with change</li> <li>• Commitment to equal opportunities and Anti-Discriminatory Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Pro active</li> <li>• Open &amp; Friendly</li> <li>• Sense of Humour</li> <li>• Good self-awareness</li> <li>• Stress Management</li> <li>• Self Motivated</li> </ul>

<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Driver with full, clean driving licence.</li> <li>• Able to work outside office hours on occasions e.g. evenings.</li> <li>• A satisfactory enhanced Criminal Bureau Disclosure</li> </ul>	
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## Terms and Conditions

### Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to three month's notice on either side.

Offers of appointment are subject to satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service (DBS) check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

### Salary

The salary will be within the local Bracknell Grade BG H SCP 24 – SCP 30. The grade range is £21,962 – £26,822 per annum; the starting salary offered will depend on your experience.

Your salary will go up by one point in the grade each year until you reach the top of the grade. There is also a local weighting of £585 per annum.

### Car Allowance

You are designated as an Essential Car User. Current Essential Car User rates are as follows:

Per mile	
<b>Lump sum per annum</b>	£963
<b>First 8,500 business miles</b>	40.9p
<b>After 8,500 business miles</b>	14.4p

### Working Hours

Although your normal working week will be either 37 or 30 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager. For further information on our Flexitime Scheme visit <http://www.bracknell-forest.gov.uk/flexitime-scheme.pdf>

### Holidays

The annual holiday entitlement for a full time employee is 23 days plus bank holidays. Annual holiday entitlement increases with length of service (4 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year).

### Pension

Bracknell Forest Council operates the Local Government Pension Scheme. This is currently a final salary pension scheme, open to everyone up to the age of 75. Contributions depend on your salary and full tax relief is given. After 1 April 2014 the scheme will change to a Career Average Re-evaluated Earnings (CARE) scheme. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

# More about Applying

## Working in the UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

## Positive about people with a disability

We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification. To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

## Equal opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration. We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

## Medical questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

## Working with children and adults at risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/ adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <http://www.bracknell-forest.gov.uk/application-process-for-working-with-children-and-adults-at-risk.pdf>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <http://www.bracknell-forest.gov.uk/safeguardingchildrenboard>

## References

On your application form you will be asked to provide the names and addresses of two people who will provide a reference. At least one should be from your current/most recent employer. If you are not currently working with children/adults at risk but have done so in the past it is important that a reference is obtained from the employer by whom you were most recently employed working with children/adults at risk.

Employment references must be provided by your current or most recent line manager and **will not** be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc. We take up references for all shortlisted candidates and wherever possible we like to apply for these prior to interview.

## What happens next to your application?

To find out more about the recruitment process please visit <http://www.bracknell-forest.gov.uk/the-recruitment-process.pdf>