

Senior Childcare Social Worker

Closing date: 17/05/2019
Interview date: W/C 03/06/2019



Contents

[Applying for this vacancy](#)

[Message from the Manager](#)

[Job Description](#)

[Person Specification](#)

[Additional information about the job](#)

[Terms and Conditions](#)

[More about applying](#)

Applying For This Vacancy

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any queries about your application, please contact the recruitment team at Recruitment@bracknell-forest.gov.uk

If you experience any technical issues with your application, please contact the Jobsgopublic support team at support@jobsgopublic.com or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



Berkshire out of hours Emergency Duty Service is already seen as a safe and effective service, safeguarding the children and vulnerable adults of Berkshire and has received positive feedback from both Ofsted and CQC. In what other team could you work with so many professionals across each discipline of social care?

Your role within Berkshire Emergency Duty Service.....

- You will be part of a rota that covers 365 days a year outside of normal working hours i.e. evenings, nights and weekends including all Bank holidays
- You will be part of a group of senior social workers and support staff who are all experts in crisis intervention and specialists within their own field of social work
- You will receive all child and young people's safeguarding referrals and ensure their safety and well being

We provide.....

- financial incentive
- regular 1-1 supervision
- quarterly Child Care group supervision
- Reflective Peer Group Supervision
- specialist legal training
- specialist training in an area of your choice
- enhanced continual professional development

If you believe you have what it takes to work for a fast moving, diverse and dynamic service and would like further information then please contact either Linda Andrew, Interim Head of Service on 01344 786 512.

Job Description

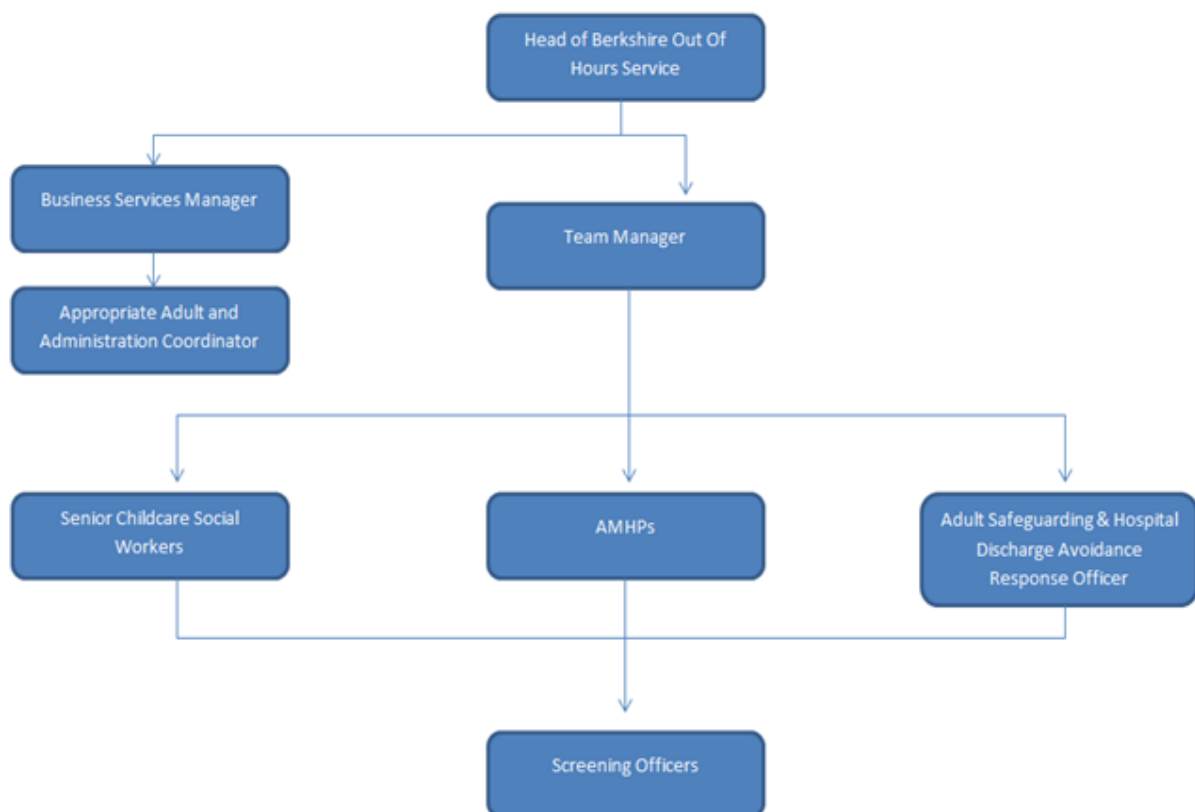
Department: People Directorate	Section/Location: Berkshire Emergency Duty Service
Post Number:	Work style: Home Flex
Job Title: Child & Young Person's Senior Social Worker	Grade/Salary Range: BG-F 37-42 + 20% RA + mark premia + London Weighting

JOB PURPOSE

The Berkshire Emergency Duty Service is the primary contact for members of the public and professionals who have concerns about a child or adult's welfare and safety outside of normal office hours. The service also operates an out of hours Appropriate Adult Service that provides a response to children/young people and adults with care and support needs who find themselves in police custody.

As a Child Care Social Worker you will assess and manage the risk involved in protecting vulnerable children and young people, distinguishing levels of risk for different situations to prevent harm and abuse as early as possible.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

1. To be part of the Social Work Child Care rolling rota providing crisis social work intervention in partnership with safeguarding agencies 365 days a year. This will involve working evenings, weekends, nights and Bank Holidays
2. Through liaison, dialogue and searching appropriate databases collect and collate relevant information to the outcome of the referral and to record, interpret and present social care information and issues that can impact on the risk or needs assessment of the child / young person. This may involve disclosing proportionate and relevant information related to the parents / carers or siblings.
3. Explain clearly, and with sound rationale, highly complex safeguarding information to a wide range of professionals and to participate in multi-agency risk analysis to inform case management advising where necessary and challenging decisions where appropriate
4. Participate in multi-agency risk analysis to inform case management advising where necessary and challenging decisions where appropriate and escalate evidence of ineffective safeguarding arrangements to the services Team Manager and Head of Service.
5. To provide information to service users through liaison with internal and external agencies to enable service users to access relevant services, and to encourage their participation. Immediately report to the Head of Service or Team Manager where issues require escalation or the case is likely to become subject to press or public interest and to ensure that information regarding the service user's needs and progress are communicated promptly and accurately to their relatives and to other workers involved in their care, having due regard for confidentiality
6. Ensure that the requirements of the Children Act 1989 and subsequent legislation and amendments are met and that children and young peoples rights under the Act are upheld ensuring all requirements of the Children Act 1989 and associated legislation including case law are understood.
7. To contribute to the development of the service through training and through your contribution to the development of policies and procedures relating to the work of children and young people and participate on relevant multi agency working parties when required.
8. To model effective engagement with a wide range of people in challenging situations, and support others to develop and maintain effective engagement, including in situations of hostility and risk.
9. To undertake specialist refresher training at an appropriate level including an update on policies procedures and legal/specialist requirements. To attend regular supervision, Team Meetings, Peer Group Supervision and the Reflective Practice Group.
10. To maintain records and write reports in accordance with Departmental Policy and Practice and ensure clear, concise, and accurate recording of work undertaken, and good electronic and paper file management is maintained.
11. To input required data in a timely manner, using appropriate IT systems and to record, interpret and present social care information and issues that can impact on the risk or needs assessment of the vulnerable adult or young person. This may involve disclosing proportionate and relevant information related to the family / carers.
12. All staff are expected to act in the role as Appropriate Adult as set out in Code C of the Police and Criminal Evidence Act

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Budget/resource control.

Impact on community

- No direct budgetary responsibilities but responsible for resource management of team and authorisation of spend on service user
- All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.
- The post holder will ensure that where they are collecting, calculating, recording, analysing or reporting data, it is accurate, reliable and consistent to ensure that decision-making processes are based on the highest quality data in accordance with the Council's Data Quality Statement. The post holder will also ensure that sensitive and personal data is handled in accordance with data protection legislation and Council policy.

Person Specification

Job Title: Senior childcare social worker	Section/Location: Emergency Duty Service
Department: People Directorate	Post Number:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<ul style="list-style-type: none"> ➤ CQSW or Diploma / Degree in Social Work ➤ Registered with the HCPC as a Social Worker ➤ Specialist relevant experience in crisis intervention and front line services. 	
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> ➤ To have a thorough working knowledge of the Children Act (1989 & 2004) and the Children and Adoption Act (2002) and Government Legislation and Directives related to the work with children, young people and their families plus a range of various treatment approaches ➤ Extensive experience of undertaking complex section 47 Enquiries ➤ To understand and demonstrate Social Care core values ➤ To fulfil the requirement for continuing registration with the HCPC ➤ Experience of managing complex cases including safeguarding concerns and implementing a range of interventions ➤ To operate within Departmental stated Principles, Policies and Guidelines including Equal Opportunities, Health and Safety and Complaints Procedures. ➤ Promote positive approaches to diversity and identify in your area of responsibility providing challenge as required to ensure anti-oppressive/anti discriminatory practice in the service. ➤ Good communication skills both written and verbal ➤ Good assessment & negotiation skills ➤ Comprehensive understanding of the roles of different agencies and how they work together within a statutory child care framework ➤ Ability to collect complex information where it has been drawn from multiple sources and may be conflicting or incomplete which will lead to an informed decision on referrals 	

	<ul style="list-style-type: none"> ➤ Ability to develop and use a structure approach to gather and record information about the child/young person and family's contact with services and interpret that in the context of possible safeguarding need ➤ Understanding of and commitment to the requirements of safeguarding vulnerable adults and children ➤ Understanding of and commitment to the principles of participatory practice with vulnerable adults and children ➤ Demonstrate awareness / understanding of equal opportunities and other peoples behavioural, physical, and social and welfare needs. ➤ Commitment to equal opportunities and Anti-Discriminatory Practice ➤ Supports the "requirement to listen to children and young people, ensuring their views are heard and acted upon appropriately" ➤ Ability to develop and use a structure approach to gather and record information about the child's, young persons and family's contact with services and interpret that in the context of possible safeguarding need ➤ Understanding of and commitment to the requirements of safeguarding children and young people ➤ Understanding of and commitment to the principles of participatory practice with children and young people 	
Work-related Personal Requirements	<ul style="list-style-type: none"> ➤ Proactive ➤ Self-motivated ➤ Ability to work under pressure in high stress environment ➤ Ability to work as part of a team or as a lone worker ➤ Integrity ➤ Emotional intelligence ➤ A solution focused/problem solving approach 	
Other Work Requirements	<ul style="list-style-type: none"> ➤ Full UK Driving licence and regular access to a car ➤ A satisfactory enhanced Disclosure & Barring Service check 	

About the Department

The following link takes you to more information about our Department:

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

Location

This position is based at: EDS Commercial Centre

Work Style / Parking

Your work style is "Home-Flex". This is also a primarily deskbound role but it could equally be done for part of the week from home.

For a 5:3 desk ratio this amounts to 40% of time away from a desk in the office – this may be working at home or another location or attending meetings or other activities away from a desk.

The extent, timing and location of remote working will be by agreement with your manager and local working practices. Further details of the workstyles can be found in the Council's Flexible Working Policy.

There is very restricted parking at our town centre offices. If you would like a car parking space when you start your employment with us we will send you an online form to complete. Please note there will be a charge for parking which will depend on your salary and working hours. You will receive further details from the HR department after a conditional offer has been made. To find out more information about parking at Bracknell Forest Council visit <https://www.bracknell-forest.gov.uk/roads-parking-and-transport/parking/bracknell-town-centre-parking>

There will also be use of a pool car.

Alternatively, the bus and train stations are nearby.

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 analyses 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.

Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

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 1 month's notice on either side.

Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service 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-F **plus 9% Market Premium**. The grade range is **£33,799 - £38,813**; 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 £609 per annum .

*The Market Premium is guaranteed for a period of 2 years and will be subject to annual review thereafter.

Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

Working Hours

Although your normal working week will be 37 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.

Whether you have an appointment, are waiting for a delivery at home or wanting to go to your son or daughter's sports day – there are always occasions that arise that you don't want to miss and just wish you could come into work late/ early. Using the flexitime system, you can take time off without using your annual leave.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager.

Holidays

The annual holiday entitlement is **27** days plus bank holidays.

Annual holiday entitlement increases with length of service (**5** 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). Pro rata for part time staff.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

Relocation

Will you have to move house to work for us? A relocation scheme is available if you are moving from over 40 miles away to within 15 miles of your workplace. This includes a lodging or travel allowance plus assistance with moving expenses. In addition, a monthly allowance can be paid for 4 years to cover regional differences in house prices. Available for both those who have yet to take their first step on the property ladder and for existing homeowners. Full details are available from HR.

If you attend an interview, please mention your interest in our relocation package.

More About Applying

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 vulnerable children 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 vulnerable children.

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

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 <https://www.bracknell-forest.gov.uk/applying-job/applications-work-children-young-people-or-adults-risk>

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 <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/recruitment-process>