**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Senior Social Worker (SSW) |
| **Grade and Salary** | 6 - £40,215 as a commencing salary, rising up to £45,595 pro rata for part time (in line with SW progression scheme)This role includes performance related pay progression |
| **Service and Team** | CYP Social Care, Leaving Care Service  |
| **Location** | West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU |
| **Hours per week** | Full time and part time |
| **Status** | **Permanent**  |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To act as a catalyst for change working directly alongside children, young people and their families.

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| **Typical responsibilities of a role at this level** |

**Communicating and engaging with children, young people and their families, with colleagues and with communities.**

* Work directly with children, young people and families using the Suffolk Signs of Safety and Wellbeing framework.
* Where the role requires, to act as Lead Professional for named families, being the key contact with the family and liaising with other professionals to provide a joined-up response.

**Assessment, Planning and Review**

* Use Suffolk signs of safety principles, disciplines and tools.
* To participate in CAF, multi-agency assessment, Statutory Assessment and other relevant assessment processes and offer management oversight where required.

**Effective Practice**

* To work alongside children, young people, parents and families where there are early signs of social, emotional, health or behavioural issues to bring about sustainable improvement.
* To undertake direct observation of practice, with effective feedback to offer quality assurance.
* To obtain user feedback and involvement to improve service delivery.
* Work within the service guidelines, statutory guidance and legal frameworks.
* To respond to needs identified with the family by identifying and delivering evidence-based interventions as required.
* To work with families with complex problems as lead professional as the role requires.
* To support colleagues and partners to develop evidenced based practice.
* Where the role requires, to have responsibility for effective supervision, PDR and mentoring of colleagues.
* To offer consultation to support colleagues with complex cases where required.

**Reporting and Accurate Recording**

* To maintain up to date records and data using electronic devices and systems and provide reports for a range of audiences.
* Offer management oversight on prepared reports where required by the role.
* Provide regular data analysis with trends and forecasts to support service delivery.
* To oversee successful completion of Quality Assurance processes within team.

**Information, Advice and Signposting**

To provide information and signposting for children, young people and families to relevant universal and specialist services in the local area and beyond where appropriate.

Have an understanding of information and advice available to the service user and encourage colleagues and partners to engage.

**Multi-Agency and Partnership Working**

Actively build relationships and networks with other professional groups and services in the locality.

To actively work in partnership with other professional groups to deliver a holistic service to children, young people and families.

To offer service representation at meetings where required.

Undertake appropriate referrals to partner agencies.

**Managing Risk and Safeguarding**

* To identify and effectively manage risk and safeguarding concerns and escalate where required.
* Where required provide management oversight/supervision of risk and safeguarding.
* To undertake other tasks allocated by manager or senior colleagues, in keeping with the responsibilities of the grade:
	+ Work in accordance with the Council’s statutory responsibilities, policies and service procedures and comply with equality and diversity policies, procedures and legislation.
	+ Maintaining customer confidentiality in accordance with the Data Protection Act and SCC guidance, including responding to any known data breaches.
	+ Engage in individual and group supervision with managers and practice leads, performance appraisal and consultation as required.
	+ Where required provide effective individual and group supervision, including performance agreements.
	+ Having regard to best value principles and monitoring within your area of responsibility.
	+ Participating and co-ordinating, training and development opportunities, in order to improve knowledge, skills and effectiveness of self and colleagues.
	+ To transport children and young people where required by job role.
	+ To work in the homes of children and families and in a variety of other settings.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Autonomy** |

The practitioner will:

* Be expected to use their experience, knowledge and skills in every engagement with children, young people and families to determine the level of intervention required.
* Offer face to face, telephone and written support and information as appropriate to role.
* Be responsible for keeping accurate and timely records of work with children, young people and families and writing relevant reports for a range of audiences, including senior management.
* Be responsible for management oversight/supervision of staff and cases where required.
* Manage a budget, where required by the role.
* Be responsible for recognising and appropriately responding to safeguarding and risk issues.
* Have access to a line manager for decisions that fall outside their delegated responsibilities.
* Be required to organise own workload and supervise the work of colleagues within the team.
* Identify and resolve problems, informing senior colleagues where appropriate.

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| **About the team**  |

The Leaving Care Services mission is to help our care leavers aged 16-24 to develop their independence and make a successful transition into adulthood. You will work with a specialist team of Social Workers and Personal Advisers to deliver high quality social care services to young people leaving care throughout Suffolk.

The quality of the relationships created with young people is paramount, as are working relationships which enable access to expertise and resources of a range of other services and agencies, both within CYP and beyond.

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| **What you will be expected to deliver in the role** |

Senior Social Workers will provide for case responsible roles and statutory services to; children “in need”, children subject to “child protection plans” and children “looked after”. Senior Social workers may be required to mentor less experienced colleagues and/or co-work complex cases. They may also provide consultancy or some direct input, (where deemed beneficial and acceptable to children and families), to other professionals and to children and families receiving Early Help services such as within a “Team around the Child/Family” approach.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Suitable professional qualification at graduate level or equivalent experience in a relevant area of work:
	1. a relevant Social Work qualification and a Social Work England registration.
	2. a minimum of two year’s relevant post qualifying Social Work experience is required.
	3. Social Workers can progress to “Senior Social Worker” in accordance with Suffolk CC determined progression schemes processes, criteria and timescales, as guided by the College of Social Work “Performance Capabilities Framework”.
2. Evidence of continuing professional development.
3. Management and leadership qualification. (Desired)

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.
7. Committed to listening to children and families and to working collaboratively with them to address concerns.
8. Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Specialist knowledge skills and experience**

1. Ability to be flexible, work under pressure and use own initiative.
2. Demonstrates in depth knowledge of Signs of Safety and an in-depth practical understanding of and skills in using solution focused approaches of intervention.
3. Knowledge and effective skills in using evidence-based models of intervention to deliver successful outcomes and an ability to bring research into practice.
4. Ability to clarify risks and concerns and focus on solutions to create a climate in which change can happen.
5. In depth knowledge of relevant legislation, regulations and guidance as appropriate to role.
6. Wide knowledge of associated agencies and their working practices and roles.
7. Proven ability to use a range of assessment frameworks.
8. Ability to recognise Child Protection and risk issues and take appropriate action.
9. Demonstrating expert knowledge and application of the early intervention and preventative agenda.
10. Expert knowledge of the social and emotional factors that affect a child’s capacity to learn and develop.
11. Ability to effectively use a range of assessment frameworks.
12. Ability to interpret and apply policy and procedures, supporting the development of good practice.
13. Understanding the diverse range of needs of clients and backgrounds and how to respond appropriately.
14. Evidence of leadership skills to support, advise and motivate staff and children, young people and their families.
15. Evidence of leadership skills to negotiate, influence and mediate with a range of audiences, including professional stakeholders, partners and colleagues to achieve positive outcomes.
16. Proven use of effective communication to manage challenging situations and provide appropriate advice and facilitation to de-escalate.
17. Ability to appropriately challenge.
18. colleagues and partners to ensure the statutory right of the service user.
19. Sensitivity to disability, sexuality, gender and ethnicity issues.
20. Proven ability to lead, facilitate and make a constructive contribution to meetings and negotiate with a range of stakeholders, settings and contexts.
21. Ability to keep accurate and timely records.
22. Evidence of ability to compile and analyse information and data and present in variety of formats.
23. Demonstrates awareness of the importance of using plain language and the ability to do so.
24. A minimum of two years relevant post qualifying Social Work experience is required.
25. Relevant experience of working directly with children, young people and their families, as relevant to the specific client groups.
26. Evidence of collaborative work with families.
27. Proven commitment to finding solutions, planning and developing interventions with families and evidence of effectively using solution focused approaches in practice.
28. Experience of supervising and coaching staff.
29. Experience of working with children and families where there have been Safeguarding concerns.
30. Experience of working alongside parents who may have mental health, learning or physical disability or sensory impairment.
31. Experience of assessment and observation of the developmental needs of children.
32. Experience of working with a range of agencies and communities.
33. Political awareness. (Desirable)
34. Experience of providing training and facilitation. (Desirable)
35. Experience of identifying areas of required development within a team. (Desirable)
36. Ability to learn new IT applications as appropriate to role. (Desirable)
37. Experience of using Suffolk Signs of Safety and Wellbeing principles, disciplines and tools. (Desirable)
38. Experience of group work. (Desirable)

**Additional requirements**

1. To work in a variety of locations and client’s homes, including rural areas if required by the post.
2. A DBS check will be undertaken for the successful candidate.
3. Advanced organisational skills and the ability to prioritise work of self and others and meet deadlines.
4. Willingness to undertake training as required to update knowledge and skills.
5. Evidence of successfully working alone as well as part of a team.
6. Ability to undertake out of hours working if required.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

**Frequent Travel Desirable** - You may need to operate across a wide and rural area, so it would be beneficial for you to either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.