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**Job Description**

**Management Grouping: Children’s Services**

**Team: Youth Justice Service**

**Job Title: Senior Social Worker**

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| **Purpose of this Job** |
| This is a position for a social worker with at least 3 years experience in Youth Justice. You will have responsibility for managing a caseload of more complex cases such as MAPPA and other cases involving high levels of risk, complex exploitation cases, children with complex needs with multiple services involvement, cases involving sexually harmful behaviour or cross-boundary working and risk management. As a senior practitioner you will contribute formally and informally to the learning and development of others, such as supporting and mentoring practitioners new to youth justice, volunteers, or sessional staff, providing shadowing opportunities, developing & delivering training or learning activities at service meetings and to other teams within the department or partner agencies. You will actively lead a champion role within the service, contributing to forums across the department and regionally where possible. You will contribute to service development activity such as the development of new interventions, policies and procedures, deep dive and other audits, quality assurance of the work of less experienced staff.  You will work directly with children aged 10 to 17 years on court orders, bail packages or out of court disposals. You will be responsible for undertaking all aspects of youth justice practice, including assessment, planning, interventions and court work. You will support children to develop pro-social identities and apply trauma-informed practice principles. You will work systemically with the child’s family to bring about positive and sustainable change.  You will have a proficient ability to communicate in English and be able to influence others in an effort to help coordinate services and provide evidence-based interventions. |

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| **Main Duties and Responsibilities** |
| * To assess children’s needs using the YJB approved assessment frameworks AssetPlus and PDAT * To keep assessments updated in line with National and local Standards and in response to significant change * To be able to apply relevant social work and youth justice theories and research in a way that helps best understand the lived experiences of children, such as child development, attachment theory, impact of childhood trauma * To manage concerns for the child and to others including robust contingency planning * To recognise the importance of working within existing laws, statutory guidance, and local policies and procedures that govern the work we do. * To co-produce intervention plans with children and their families and co-ordinate their implementation * To be responsible to manage own caseload * To represent the local authority in a professional and competent matter, especially when making representations at court, with families, or with other agencies. * To work within the Council’s policies, procedures, values, and code of conduct at all times and to reflect these when carrying out professional responsibilities with members of the public. * To work in partnership with children and their families and the wider professional network * To work in a non-discriminatory way through recognising and appreciating the differences of others and raising one’s awareness through new learning or networking opportunities with organisations that help raise awareness of such issues. * To participate in regular supervision with your line manager * To participate in regular clinical supervision * To meet all quality standards set by YJS, the partnership agencies and National Standards for Youth Justice. * To prepare pre‑sentencing reports and other reports within the agreed timescale for the courts and attend to present reports as and when required. * To prepare reports for case conferences, reviews and Referral Order panels and attend as and when required. * To provide duty cover on a rota basis for the YJS team. * To keep up to date records of work undertaken on behalf of the department. * To comply with statutory duties and departmental policy and procedures in relation to children * To work towards meeting the racial, cultural, religious and linguistic needs of children. * To attend training based on individual personal development plans. * To identify new community based services in both the voluntary and private sector which may respond to the assessed need of children * To monitor the quality and level of service provided for young people referred by the YJS to the private and voluntary agencies. * To be receptive to hearing challenge that may arise from audits, supervision or feedback from children and families, other professionals, or managers in order to reflect on one’s practice and identify areas for improvement. * To follow and implement the decisions and directions given by managers or decision making panels. Where there are areas of professional or management disagreement, to utilise established escalation procedures in order for decisions to have further consideration and seek agreement on the best way forward. * To help identify and to contribute to any areas of service improvement and delivery. * To hold a caseload of more complex and sensitive cases and deal with them effectively and efficiently * To contribute to the development of others through training, coaching and mentoring * To contribute to practice developments in the YJS, such as through taking part in audit activity * To carry out any other duties as may be required |
| **Learning and Development** |
| * To regularly review and reflect on professional practice along with colleagues and your line manager to identify areas of further professional learning and development. * To enrol and engage in regular training and learning opportunities, both internally and externally, in order to promote further professional development and practice. * To identify and engage in opportunities to share professional practice and experience with other colleagues, students and professionals to promote an ongoing learning environment. * To help identify and support any learning and development needs for workers in the team |
| **Professional Capability Framework (PCF) Expectations for Experienced Social Workers** |
| Experienced social workers are more autonomous in their role. They demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. They manage complex caseloads and offer expert opinion within the organisation and to others. They chair a range of meetings, offer expert support, and produce high quality assessments and reports for a range of functions. They model good practice, setting expectations for others. They start to take responsibility and be accountable for the practice of others, mentoring newly qualified social workers, and supervising the work of junior staff. They undertake capacity-building with individuals, families, communities, user groups and voluntary organisations, and contribute their views on service provision to commissioners. |

**Person Specification**

All applicants will be assessed against the following criteria of the Knowledge and Skills Statement for Child and Family Social Work using these performance indicators throughout the recruitment process.

**E = Essential D = Desirable A = Application I = Interview T = Test**

| **Selection Criteria** | **Council**  **Value** | **Level of**  **Need** | **How**  **Assessed** |
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| Candidates should be able to demonstrate experience and capabilities in the following areas:  **Relationships and Effective Direct Work**  At least 2 years post qualifying experience working collaboratively, cooperatively, and respectfully with multi-agency partners and families, especially within diverse communities.  At least 3 years experience working in Youth Justice  Experience using creative means of engaging children and families according to their age, level of cognitive development, and their ability to communicate and understand  Highly skilled and experienced in working with adolescents with multiple and complex needs  Demonstrable understanding of diversity and equality issues in relation to disadvantaged groups and an ability to apply strategies which promote equal access to services and opportunity and values diversity and inclusion.  **Communication**  Extensive experience writing complex and sensitive reports, and case notes  Experience and confident ability of managing your own cases and workload in an organised manner.  Have a proficient ability to speak, write, and read in English, with confidence and accuracy, whilst using the right kind of vocabulary appropriate to a given situation without a great deal of hesitation.  Ability to listen to our children and families, understand their needs, and respond clearly even in complex situations.  **Child Development**  Extensive knowledge and experience of child development and what are typical age related physical, cognitive, social, emotional and behavioural expectations for children and young people and how health, environmental, or genetic factors can influence them.  Possess a more comprehensive understanding of theories and research relating to youth justice and child development  To have experience with, or a willingness to be trained in trauma informed practice,  **Youth Justice**  At least 3 years experience working in youth justice  Experience working with and supporting children who have experienced extrafamilial harm  Thorough knowledge of principles of effective practice within youth justice  An understanding of trauma-informed practice  **Youth Justice Assessments**  Extensive experience undertaking holistic assessments of children using AssetPlus and PDAT  Proficient experience undertaking assessments of concern to others and to the child and developing safety plans to reduce and manage concerns  **Analysis, Decision Making, Planning & Review**  Extensive experience with formulating a professional analysis from holistic assessments and making clear plans with the child, their family and other professionals  Experience using trauma-informed practice principles  Experience coproducing plans with children and families    Understanding of when to take appropriate initiative in managing cases and when to seek management approval.  Experience supporting team managers with the effective running of the team, including attending and chairing meetings and mentoring other practitioners in the team  **The Law & the Family & Youth Justice Systems**  Experience of working and representing the service within the criminal court arena, both magistrates and crown courts  Proficient working knowledge of youth justice legislation  Good working knowledge of the Children Act 1989, Working Together and related statutory guidance governing child protection procedures.  Takes initiative to research and explore relevant  local policies or guidance related to working with  children and families in a variety of contexts  Understand the importance of keeping  information confidential, securely stored, used  and communicated in accordance with the Data  Protection Act 1998.  **The Role of Supervision**  Experience of being jointly responsible, with the line manager, for participating in and arranging regular supervision to update on case work, review progress on children’s plans, agree decisions, and critically reflect on practice.  Demonstrates the ability to be jointly responsible, with the line manager, for recognising learning development needs and identifying training or learning opportunities to enhance professional knowledge and skills.  Comes prepared for supervision with issues to discuss, updates on case progression, progress on agreed actions, and any other issues you wish to discuss related to practice.  **Organisational Context**  Possess a relevant social work qualification (ie: DipSW or CQSW or degree in social work).  Are registered with the professional regulator for social work (Social Work England).  Have a good understanding of and ability to use IT systems, such as case recording systems (ie: Liquid Logic), word processing (ie: Microsoft Word), Email and Calendars (ie: Microsoft Outlook), Internet search engines (ie: Google or Bing), computers, mobile phones, and secure remote working systems (ie: Wifi, Citrix or Cisco VPN systems  This role requires flexible working. The role-holder will be required to work out of hours, such as some evenings for Referral Order panel meetings and some weekends for court work. | Collaboration,  Open & Accessible  Collaboration, Open & Accessible  Collaboration, open & accessible  Collaboration, open & accessible  Collaboration open & accessible  Listen & Respond  Leadership  Listen & Respond,  Listen & Respond  Impact  Listen & Respond, Impact  Listen & Respond, Impact, Open & Accessible  Innovation, Leadership, Impact  Innovation, Leadership, Impact  Innovation, Collaboration  Innovation, leadership, impact  Innovation, leadership, impact  Innovation, Collaboration  Innovation, Leadership, Impact  Leadership, Collaboration, Listen & Respond  Listen & Respond, Open & Accessible  Open & Accessible, Impact  Innovation, Leadership  Innovation, Leadership  Leadership, impact  Leadership, impact  Leadership, impact  Leadership, impact  Leadership, impact  Leadership, Listen & Respond  Impact Leadership, Open & Accessible  Impact Leadership, Impact  Leadership  Leadership  Innovation, Impact  Open & accessible, impact | E  E  E  E  E  E  E  E  E  E  E  E  E  E  D  E  E  E  D  E  E  D  E  E  E  E  E  E  E  E  E  E  E  E | AI  AI  A/I  A/I  AIT  AIT  AIT  AIT  A/I  AI  AIT  AI  AIT  AIT  AIT  I  A/I  A/I/T  AIT  AI  I  A/I  A  A  A  AI  I  A/I  AI  AI  AI  A  A  A  A/I |

This position is exempt from the main provisions of the Rehabilitation of Offenders Act 1974. This means the Act permits the disclosure of any “spent” or “unspent” convictions, cautions or reprimands that are not “protected” as defined under the Exceptions Order 1975 (2013). This is due to this position is working with vulnerable children and adults and is thus deemed a “regulated activity” as defined by the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. This means checks will also be made against barring lists related to working with vulnerable children and adults.

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, prohibit that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The age of the applicant at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
* Whether the applicant's circumstances have changed since the offending behaviour.

We will not undertake a DBS check unless an offer of employment is made. It is important that applicants understand that failure to disclose any convictions, cautions, reprimands or final warnings that are not “protected” could result in withdrawing an employment offer, or later disciplinary proceedings or dismissal. For further information on which disclosures are considered “protected” and thus may be “filtered” from a disclosure, please visit <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>