



| JOB DESCRIPTION | |
|---------------------------|---|
| Post Title | Social Worker |
| Salary Band/Range | Band F |
| Responsible to | Mr Nicholas Halligan |
| Location | Arden Multi Academy Trust (working across our secondary schools) |
| DBS Check | Yes |
| Special Conditions | <p>This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.</p> <p>Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. Business Use car insurance will be required.</p> |

JOB PURPOSE

To provide a Social Work service to vulnerable children, young people and their families that positively promotes their welfare and life changes. To carry out a range of Social Work duties across our secondary schools.

KEY RESPONSIBILITIES

Main Duties

- To provide timely, appropriate and proportionate support to children, young people and families across the Trust, in line with Trust policies, safeguarding procedures, relevant legislation and professional standards.
- To work with schools across the Trust to identify children and families who may require social work support, early help, safeguarding intervention or multi-agency involvement.
- To promote the welfare, safety, inclusion and positive outcomes of children and young people across the Trust.
- To support schools to understand and respond to the needs of vulnerable children, including those experiencing family difficulties, poor attendance, neglect, abuse, exploitation, mental health concerns, social care involvement or other barriers to education.

- To undertake assessments of children, young people and family need, using appropriate social work frameworks and professional judgement.
- To support schools in understanding the lived experience of the child and ensuring that the child's voice is central to planning, decision-making and support.
- To establish, implement and review action plans based on the assessed needs of children, young people and their families.
- To use strengths-based and relationship-based approaches, including Signs of Safety where appropriate, to support clear assessment, planning and decision-making.
- To promote partnership and participation with children, young people, parents and carers, ensuring that families are actively involved in planning and support.
- To promote integrated and multi-agency working, ensuring that support is need-led and improves outcomes for children and their families.
- To share information appropriately and develop effective working relationships with school leaders, safeguarding teams, pastoral teams, SENCOs, attendance leads, external professionals and other agencies.
- To support schools with referrals to children's social care, early help, family support services and other external agencies where appropriate.
- To provide professional advice and guidance to Designated Safeguarding Leads and senior leaders in relation to safeguarding, family support, thresholds of need and risk.
- To assist schools in preparing for and responding to child protection conferences, strategy discussions, core groups, child in need meetings, early help meetings and other multi-agency processes.
- To attend and contribute to relevant meetings, reviews, panels and case discussions as required.
- To provide written advice, reports and records for internal reviews, safeguarding meetings, statutory processes and external agencies where appropriate.
- To carry out regular reviews of individual plans, record outcomes clearly and update support in response to changing needs, risks and circumstances.
- To maintain high-quality manual and computer-based records in accordance with Trust recording, safeguarding, confidentiality and data protection policies.
- To ensure that records, assessments, plans and reports are completed within agreed timescales and to the expected professional standard.
- To support colleagues in understanding statutory safeguarding duties, thresholds and multi-agency processes.
- To contribute to the development of Trust-wide safeguarding, attendance, inclusion and family support practice.
- To contribute to new developments, policy formulation and service improvement across the Trust as appropriate.
- To maintain up-to-date knowledge of legislation, statutory guidance, local safeguarding partnership procedures and best practice relating to children, families and education.
- To operate at all times within Social Work England professional standards.
- To work within, and continue to progress against, the Professional Capabilities Framework appropriate to the role and level of experience.

- To actively participate in supervision, performance management, target setting and professional development.
- To undertake relevant training and development activities and respond positively to new systems, procedures and ways of working.
- To undertake any other duties appropriate to the objectives of the post and commensurate with the post holder's grade, skills, experience and professional responsibilities.
- Undertaking any reasonable additional duties as determined by the Headteacher.

People

- To work collaboratively with colleagues across the Trust, including senior leaders, Designated Safeguarding Leads, pastoral teams, SENCOs, attendance leads and inclusion staff.
- To build effective professional relationships with children, young people, families, carers and external professionals.
- To provide advice, guidance and support to school-based colleagues where appropriate.
- To help schools build capacity in their work with vulnerable children and families.
- To contribute to a positive Trust culture based on safeguarding, inclusion, professional respect, accountability and shared responsibility for children's outcomes.
- To participate fully in supervision, appraisal and performance management arrangements.

Safeguarding

- Arden Multi Academy Trust is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or with whom they come into contact.
- To identify, assess and respond to risk, vulnerability and safeguarding concerns in line with legislation, statutory guidance, Trust safeguarding procedures and local safeguarding partnership arrangements.
- To work closely with Designated Safeguarding Leads and senior leaders to ensure that safeguarding concerns are recognised, recorded, escalated and responded to appropriately.
- To support schools in taking appropriate action where children may be at risk of harm, including referral to children's social care or other agencies where required.
- To ensure that the child's voice is heard, recorded and reflected in assessments, plans and decision-making.
- To support effective information sharing between schools, families and external agencies, in line with safeguarding and data protection requirements.
- To escalate concerns appropriately where risks increase or where plans are not improving outcomes for children.

Financial

- To work within allocated budgets and in accordance with Trust policies and procedures concerning the use of resources.
- To make appropriate and proportionate use of available resources to support children, young people and families.
- To ensure that any requests for support, services or resources are evidence-based, properly recorded and made in line with agreed Trust procedures.

Buildings & Equipment

- To ensure the safe and appropriate use of Trust buildings, school workspaces, equipment and ICT systems used in the course of the role.
- To ensure that confidential information, files and records are kept secure, both inside and outside school settings.
- To use Trust systems, equipment and resources responsibly and in accordance with relevant policies and procedures.
- To ensure that any home visits, meetings or direct work with children and families are planned and carried out safely and professionally.
- The Social Worker will be responsible for ensuring that:
 - the work or meeting space in school is appropriate for children, young people and family access
 - confidential files and records, both manual and electronic, are kept secure inside and outside of school
 - Trust systems are used appropriately to record involvement, actions and outcomes

Health & Safety

- The post holder will be responsible for their own health and safety and must also consider the health and safety of children, families, colleagues and others with whom they come into contact.
- All duties and responsibilities must be carried out in line with the specific requirements detailed in the Trust's Health and Safety policies.
- To follow lone working, home visiting and risk assessment procedures when working in the community or visiting family homes.
- To report any health and safety concerns in line with agreed Trust procedures.

Policies & Procedures

- The post holder will be accountable for ensuring that they are aware of relevant Arden Multi Academy Trust and school policies.
- All duties and responsibilities must be carried out in line with relevant legislation, statutory guidance, Trust policies, local safeguarding partnership procedures and professional standards.
- To comply with policies relating to safeguarding, child protection, recording, confidentiality, information sharing, data protection, equality, diversity and health and safety.
- To contribute to the review and development of Trust procedures, guidance and practice where appropriate.

OTHER CONDITIONS

Mobility and Special Conditions

- The post holder may be required to work across any school or site within Arden Multi Academy Trust.
- The post holder may be required to attend meetings, visits, reviews, conferences or case discussions at different schools, family homes, partner agencies or other appropriate locations.
- Occasional evening work may be required, for example for home visits, family support meetings, safeguarding matters or support for vulnerable children and families.
- The post holder may be required to carry out home visits and community-based work.
- The post holder must be able to travel effectively between Trust schools and other locations as required.
- Where the post holder uses their own vehicle for work purposes, they must ensure that they have appropriate business insurance.
- The post holder may exceptionally be required to transfer to any post appropriate to their grade at such a place within the service of the Trust as may be required.

Equal Opportunities

Arden Multi Academy Trust is committed to Equal Opportunities and expects all staff and volunteers to recognise and value difference and to treat everyone with dignity and respect.

The post holder is expected to promote equality, diversity and inclusion in all aspects of their work with children, families, colleagues and partner agencies.

Variations to Job Descriptions

Due to changing school and Trust demands, duties and responsibilities are likely to vary from time to time. Arden Multi Academy Trust therefore retains the right to amend job descriptions to reflect changing requirements, following appropriate consultation.

Training and Development

Arden Multi Academy Trust is committed to the personal and professional development of the individual.

The post holder will be encouraged to identify job-related development needs and participate in relevant training.

The post holder will be expected to keep their knowledge and practice up to date, including legislation, statutory guidance, safeguarding practice, local procedures and evidence-informed social work practice.

The post holder will be expected to maintain their professional registration with Social Work England.