

## Kent County Council

### Job Description: Social Worker Trainee

---

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>TBC</b>
<b>Grade:</b>	<b>KR3</b>
<b>Responsible to:</b>	<b>TBC</b>

### **Purpose of the Job:**

To train as a Social Worker while embedded in a team as part of Integrated Children's Services, undertaking academic and workplace reflective learning within the apprenticeship scheme to develop a broad range of skills to meet the requirements of the service and to achieve a nationally recognised apprenticeship standard degree in Social Work. Completion of an approved degree in social work which appears on the Social Work England (SWE) Register of approved programmes will provide eligibility to apply to the SWE Register.

### **Main duties and responsibilities:**

- Under the supervision of registered Social Workers - Engage directly with children and families to provide assessments and discrete, targeted elements of supportive work to achieve identified outcomes. Monitor and review care and support plans with service users and work with service providers who can offer support.
- Undertake a range of required tasks to meet the apprenticeship standards for the social worker (degree), the Professional Capabilities Framework (PCF) and the Social Work England (SWE) professional standards.
- Develop working partnerships with statutory agencies, voluntary and private sector agencies, carers, and those with parental responsibility in order to facilitate effective service delivery.
- Under the guidance and support of registered Social Workers, undertake visits and purposeful interventions to service users and record them in line with agency procedures and agreed guidance.
- Under the guidance of registered social workers, organise the monitoring and review of children receiving a regular package of services in a variety of settings, to ensure that individual plans are carried out within the relevant timescales. Make recommendations and improvements where appropriate.
- Maintain accurate and complete records in accordance with legislation protocols and guidelines.
- Develop and nurture good working relationships with service users, their families and carers and other key professionals.
- Ensure that information systems and client records are effectively maintained to provide up-to-date and accurate information, upon which decisions affecting service delivery can be made.
- Maintain a personal awareness of legislation, departmental and corporate policies, and procedures, acting in line with these to ensure consistency and a high quality of service delivery across the Directorate.

- Engage with managers, colleagues, and education providers during the role to undertake learning in order to translate theory into practice. Take ownership of your own learning and development throughout the apprenticeship through the use of reflective supervision and other learning opportunities.
- Produce and collate written reports and information in liaison with social workers, concerning the needs, problems, and progress of the children they are working with.
- It is expected as part of your role that you will undertake assignments and university work that allows you to complete your apprenticeship and qualify as a Social Worker.
- It is expected that the complexity of case work will increase over the three years of the apprenticeship as knowledge and skills develop.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: *Social Worker Trainee*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<p>Maths and English GCSE Grade C/Level 4 or equivalent e.g., O'level, Level 2 Basic Skills etc.</p> <p>Equivalent to 120 UCAS points e.g. GCE A2 levels at grades BBB or International Baccalaureate Diploma at 34 points overall or 15 points at higher level or BTEC National Dip NQF/ Extended Dip QCF at DMM or Access to HE Diploma with at least 75% of level 3 credits at merit (If you are unable to evidence this, you will need to complete an assessment)</p>
<b>EXPERIENCE</b>	<p>Previous experience of working with children.</p>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Have a keen interest in working with children and young people and achieving positive outcomes for them.</li> <li>• Ability to communicate effectively with children and young people</li> <li>• Good interpersonal skills in order to communicate effectively with clients and colleagues, and when working in groups.</li> <li>• Ability to prioritise and to work effectively on own initiative as well as within a team</li> <li>• Creative and flexible, with the ability to work across specialisms and adapt to changing circumstances</li> <li>• Be able to work alongside a wide range of people from different backgrounds.</li> <li>• Excellent planning, organisation and time management skills</li> <li>• Able to remain calm, efficient and professional whilst working under pressure</li> <li>• Proficient writing skills with a high standard of literacy which includes the ability to develop skills in critical thinking, reflection and analysis.</li> <li>• Computer literacy and have familiarity of Microsoft packages including Outlook, Word and Excel</li> </ul> <p>A Full UK Driving License – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability</p>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of the role of a Social Worker</li> <li>• Understanding of how to use IT applications and knowledge of Microsoft Office, including Outlook, Word, PowerPoint and Excel</li> <li>• Awareness of the importance of confidentiality and data security</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that</p>

	<p>are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
--	--