

**Directorate:** Families and Social Care  
**Unit/Section:** Children's Services  
**Grade:** Child Care Career Grade (KR9)  
**Responsible to:** Team Manager

**Purpose of the Job:**

Manage a Children & Families caseload of various levels of complexity, involving the assessment, planning, implementation and evaluation of appropriate action, contributing to the effective application of resources to safeguard and promote the welfare of children and their families. The postholder should be working in line with the Competency Framework.

The post holder must complete the Consolidation Module within 3 years of qualifying as a Social Worker.

**Main duties and responsibilities:**

- Manage a Children & Families caseload to include complex and diverse cases, involving assessments, reviews and the preparation of welfare reports and court attendance, to effectively meet the needs of the client group, in line with the competency standards set out in the Competency Framework. The caseload will be managed within the relevant framework of supervision dependent on the complexity of the case and post qualification experience of the post holder but all cases will involve difficult and distressing situations.
- Contribute to and review the development of ongoing initiatives to achieve a more effective use of resources within Children & Families Services.
- Initiate and develop close working partnerships with statutory agencies, voluntary and private sector agencies, carers and those with parental responsibility in order to facilitate effective service delivery.
- Inform advise, counsel and support clients and carers, individually and in group settings, to relieve stress and modify attitudes of behaviour to meet the needs of the client.
- Ensure that information systems, e.g. CAFIS, 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, particularly those relating to Looked After Children, Children in Need and Child Protection, acting in line with these to ensure consistency and a high quality of service delivery across the Directorate.

- Recruit, train, assess and support adoptive parents and foster carers to ensure that there is a suitable range of placements to meet the needs of children within the District and across the County and to facilitate the adoption and fostering process.
- Attend training courses and other development opportunities as agreed with line manager to ensure compliance with HCPC requirements.

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: *Qualified Social Worker*

---

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Degree in Social Work (Dip HE/Degree or Post Grad) and registration as a social worker with the Health Care Professional's Council
<b>EXPERIENCE</b>	Relevant experience to demonstrate the competencies required.
<b>SKILLS AND ABILITIES</b>	<p>Good interpersonal skills in order to communicate effectively with clients and colleagues, and when working in groups</p> <p>Ability to prioritise and to work effectively on own initiative as well as within a team</p> <p>Good report-writing skills and the ability to communicate clearly in writing</p> <p>Ability to work within a court setting</p> <p>Computer literate</p>
<b>KNOWLEDGE</b>	<p>A working knowledge of child development and demonstrate an ability to underpin practice with a theoretical base, including attachment theory and the needs of Looked After Children/Children in Need/children in the Child Protection system</p> <p>A working knowledge of national policies, frameworks and regulations.</p> <p>Working knowledge of Quality Protects and Working Together</p> <p>A working knowledge of County procedures relating to Looked After Children/Children in Need/Child Protection</p> <p>A knowledge of family court proceedings</p> <p>Knowledge of family relationships</p> <p>Good knowledge of assessment frameworks</p>
<b>PERSONAL QUALITIES</b>	Emotionally resilient

	<p>Willingness to attend regular training opportunities</p> <p>Commitment to equal opportunities</p> <p>Discretion</p> <p>Flexibility</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p>
<b>COMPETENCIES</b>	<p>Competencies are set within the Competency Framework for Children’s Social Services.</p>
<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 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>

**Directorate:** Families and Social Care  
**Unit/Section:** Children's Services  
**Grade:** Child Care Career Grade (KR10)  
**Responsible to:** Team Manager

**Purpose of the Job:**

Manage a Children & Families caseload of higher levels of complexity, involving the assessment, planning, implementation and evaluation of appropriate action, to ensure that resources to safeguard and promote the welfare of children and their families. The postholder should be working in line with the Competency Framework.

Raise the standard of professional work within the Team by contributing to training initiatives and "in-house" core training courses whilst consolidating a breadth of social work practice.

Post holder should be working in line with the competency standards set out in the Competency Assessment Social Worker Career Grade.

**Main duties and responsibilities:**

- Manage a high and diverse number of cases within the parameters of agreed policies and practices, together with the professional guidance and support from Senior Practitioners to safeguard and promote the welfare of children and meet their individual needs.
- Work in partnership with the child, parents and carers, Health Service including Acute and Community Trusts and with Primary Care Trusts, Education Authority, District Councils, commercial and private sector and voluntary bodies to identify, evaluate and review care plans to produce positive outcomes for children and their families.
- Assist the Senior Practitioner and other colleagues in identifying, planning and delivering its core tasks of recruiting, assessment, training and supervision of client carers to a high professional standard.
- Work in a cross-section of social work teams, through secondments etc., to continually develop and consolidate knowledge base and level of skills and enabling the assignment of more complex caseloads to meet the ever changing needs of the children and their families.
- Maintain an awareness of changes in child development etc., and related theories, legislation, corporate and directorate policies, local and agency practices, in order to disseminate knowledge and contribute to the delivery of a high standard of service.

- Attend regular “in-house” core training courses, compile a portfolio of evidence supported by experiences in the field to achieve appropriate competency levels within practice level three of the Competency Assessment Social Worker Career Grade.
- Prepare applications for submission to Family Courts and represent the County Council’s Children & Families Service as and when required in Court in accordance with the County Council’s procedures to safeguard and promote the welfare of children.
- In liaison with the Senior Practitioner, operate across a variety of Children & Families teams to gain a diverse level of knowledge and experience that meets the appropriate practice competency level and a high standard of service delivery.

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.

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Degree in Social Work, CQSW/DipSW or equivalent and registration as a social worker with the Health Care Professional's Council</p> <p>Consolidation Module</p>
<b>EXPERIENCE</b>	<p>Diverse post qualification practice experience in Children and Families</p>
<b>SKILLS AND ABILITIES</b>	<p>Ability to supervise and develop student placements and other social worker staff</p> <p>Computer literate with good written skills for report and assessment writing</p> <p>Good interpersonal skills to communicate effectively with clients and colleagues</p> <p>Interest/desire to lead in training courses</p> <p>Supervisory, mediation and negotiation skills</p> <p>Ability to work effectively on own initiative as well as within a team</p>
<b>KNOWLEDGE</b>	<p>Good Working knowledge of The Children's Act 1989, Adoption Act 1976, Adoption Regulations, Placement of Children Regulations, Foster Placement Regulations and Child Care Regulations</p> <p>Good working knowledge of County Procedures relating to Looked After Children, Children in Need and children in the Child Protection System</p> <p>Good understanding of Quality Protects – Transforming Children's Services, Working Together</p> <p>Good working knowledge of family relationships Good understanding of Family Court Proceedings</p> <p>Good working knowledge of Assessment Framework</p> <p>Understanding/knowledge of fostering, adoption and</p>

	<p>disability issues</p> <p>Good understanding of attachment theory</p>
<b>PERSONAL QUALITIES</b>	<p>Willingness to attend regular training opportunities</p> <p>Emotionally resilient</p> <p>Professional credibility</p> <p>Flexibility</p> <p>Commitment to equal opportunities</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p>
<b>COMPETENCIES</b>	<p>Competencies are set within the “Kent Social Services Children and Families – Training Framework – Child Care Post Qualification Training Programme April 2000”</p>
<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 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>