



Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the job.

Job Title:	Senior Social Worker		
Job Family:	Children's - Operations	Salary Grade:	7
Service:	Children's Services		
Political Restriction:	This position is not politically restricted.		
Primary work location(s):	Carn Gwaval Health and Wellbeing Centre, with travel to locations on the Isles of Scilly as required		
Working hours:	37 hours per week	Standby duties:	Out of hours contact or duty in an emergency. Including occasional weekend or evening.
Working pattern	Monday – Friday, 09:00 – 17:00, 30 mins lunchbreak		
Managed by:	Head of Children's Operations		
Line manager for:	Indirect accountability for 1-4 fte Strengthening Families Practitioner – Early Years x 2 Strengthening Families Practitioner – Childhood x 2 Strengthening Families Practitioner – Youth		
Financial accountability			
Date last reviewed:	02/06/2025		
Approved by (Director):	Director of Children's Services		

Role Purpose:

To work at the heart of the People and Communities Directorate, shaping and delivering an integrated, evidence-based service that protects children and supports families across the full spectrum of need. You will exercise statutory duties and functions and will work with children, young people and families.

To lead a small, dedicated team, supervising and supporting Strengthening Family Practitioners while maintaining your own caseload across Family Help, Children in Need, Child Protection, Looked After Children, and children on a SEND pathway. Be a key safeguarding voice across in the community. Fulfil the role of the Dedicated Social Work Officer for SEND.

Accountabilities:

Case work, case recording and quality assurance

- Maintain a varied caseload and ensure that statutory timescales and visits are maintained appropriate to the assessed level of need or risk of harm.
- Maintain up-to-date children's records on Mosaic, including case notes, documents, and chronologies to ensure there are accurate records of involvement.
- Use analytical skills to complete assessments, to inform outcome focused plans that make a difference for the children, families and communities you work with.
- Participate in quality assurance processes, including audits and moderation so that learning that emerges from casework/ service user feedback informs consistently good practice for children as outlined in IoS quality assurance framework.
- Provide evidence or reports to a high standard to regulatory bodies in circumstances of serious child safeguarding cases, including contributing to rapid reviews.

Multi-agency and partnership working

- Take the lead in multi-agency meetings, training staff and partners, and being a change maker who drives safeguarding decisions and practice to achieve a high standard that impacts outcomes for children and families.
- Engage the community in recognising and reporting signs or symptoms of potential harm or risk, including exploitation, ensure that know how to refer and deal with safeguarding concerns.
- Develop and maintain effective links to promote professional collaboration to ensure children and young people are safe and protected from harm.
- Be a role model of good behaviours and act as a trusted voice in the community by maintaining confidentially understanding the challenge of living in a close-knit community.
- Contribute to operational developments to improve practice input into the commissioning and management of contracts for additional social work services including LADO, IRO, Family Group Conferences, advocacy and Adoption and Fostering.

Line Management and professional development

- Provide supervision and management oversight of work carried out by Strengthening Family practitioners, to inform good decision-making and ensuring case recording reflects accurate involvement.
- Actively promote opportunities for staff to develop their skills to support individual development and so that staff are up to date with best practice so that children are supported effectively.

Other duties

- Deputise for the Head of Children's Operations when required to ensure continuity of service delivery.
- Any other duties as may reasonably be required, including tasks performed at a lower grade or within other services teams, to support the operations of the wider Council.

Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within the Council's Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling of people or objects)	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. driving own private vehicle or CIOS vehicle)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/ repetitive bending / squatting / kneeling / crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Working on/ or near a road
<input type="checkbox"/> Manual cleaning/ domestic duties	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Continual telephone use
<input checked="" type="checkbox"/> Work with children or vulnerable adults	<input type="checkbox"/> Provision of personal care on a regular basis
<input checked="" type="checkbox"/> Working with challenging behaviours	<input type="checkbox"/> Potential exposure to blood or bodily fluids
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Face-to-face contact with the general public
<input type="checkbox"/> Regular work with skin irritants/ allergens	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work requiring hearing protection (exposure to high noise levels)
<input type="checkbox"/> Work with waste, refuse	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Other (please specify):	

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Knowledge, skills and experience	Essential /desirable	Assessment Method
Able to speak fluent English	Essential	I
Good written communication skills in English	Essential	A / T
Good verbal communication skills	Essential	I / P
Good working knowledge of Microsoft Outlook, WORD, EXCEL, Teams and PowerPoint	Essential	A / I / T
Extensive social care experience	Essential	A / I
A recognised social work qualification (i.e. Diploma, degree or master's degree in social work, CQSW, CSS or equivalent)	Essential	A / D
Current registration with Social Work England.	Essential	A / D
Evidence of continuing professional development, aligned to relevant Professional Competency/Capability frameworks or Knowledge and Skills Statements.	Essential	A/ I / D
Effectively chair and coordinate meetings to achieve desired outcomes.	Essential	I / P
Have an ability to reflect, challenge, and support others in making good decisions sometimes in complex situations	Essential	I/ P
Extensive experience in working with children and families across all levels of need	Essential	A / I
Proven record of using strengths-based and relationship-led approaches and understands the importance of courageous solution focused conversations	Essential	I / T

Behaviours/values	Essential /desirable	Assessment Method
A great deal of energy and enthusiasm to engage with service users.	Essential	I / P
Able to retain a professional detachment and objectivity.	Essential	I
A listener, who respects children and young peoples' views and encourages their expression.	Essential	I / P

Be able to embrace the unique challenges of working in a small, rural or remote authority	Desirable	I
Calmness under pressure	Essential	I
Adaptability to manage change	Essential	I
Be self-motivated and be able to work autonomously	Essential	I

Other requirements	Essential /desirable	Assessment Method
Availability to work 09:00 – 17:00 at Carn Gwaval and in the community. The role will require travel to the off islands. Out of hours contact or duty in an emergency. Including occasional weekend or evening.	Essential	A / I
Own transport (full driving license and access to a vehicle)	Desirable	I / Pre-employment
Enhanced DBS Check (plus adults/children's barred lists)	Essential	Pre-employment
2 Satisfactory references	Essential	Pre-employment
Right to work in the UK	Essential	Pre-employment