



School Social Worker

Full Time

APPLICATION PACK

December 2018

ENCLOSED

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Dear Applicant

I am delighted that you have expressed an interest in joining our team here at Faith in Families.

We are in the process of updating our ambitious Strategic Corporate Plan which sets a clear direction for how we will deliver our purpose of transforming the lives of society's most vulnerable children. This is an exciting time for the Agency – we are well positioned for growth, with key strategies and a highly dedicated and skilled team in place.

We want to recruit exceptional candidates with significant energy and enthusiasm, who will carry on that work, to ensure that the Agency's aim to provide the best possible service to children and families is realised – it's a hugely important time to be joining our team. The successful candidate will have the chance to work with exceptionally skilled colleagues who come from broad specialisms and a Leadership Team with a proven track record of success, at a key point in the Agency's development.

We have high ambitions for our growth and believe we can continue to demonstrate a measurable increase in the number of children we work with and require exceptional staff to deliver this. If you are successful in your application, expectations will be high. You will bring your own individuality and solution-focused 'can do' attitude as outcomes will need to be successful in ensuring the on-going development of our services.

In return, we can offer you a terrific position. Opportunities to be part of a truly inspirational team in a well-established Agency like ours, with a national standing in our field, do not occur very often. You will be afforded every opportunity to really make your mark in taking the Agency to new levels of excellence in its achievement and, thereby, enhancing the life opportunities of children with whom we work. You will be a valued member of a team of supportive, committed, skilled and dedicated staff, who consistently produce high quality work. You will be challenged and have high expectations placed upon you, and you have to be ready for that.

It is difficult to summarise the work of Faith in Families in a short letter, so I refer you to our website www.faithinfamilies.org where you can access detailed information about the Agency, including our Statement of Purpose and the latest Inspection Report by Ofsted in which we were awarded a rating of 'Outstanding', the highest accolade that can be awarded by Ofsted.

This is a great opportunity for someone who is passionate about our cause to join us. If you are excited by our work and by this opportunity, and want to make a real difference to children's lives, then we welcome your application.

Yours sincerely,



Lynda Fletcher
Chief Executive Officer

ADVICE ON FILLING IN THE APPLICATION FORM

Please read through the following notes before completing the application form.

It is important to read the job description and person specification carefully before filling in the application form. A panel will shortlist candidates by comparing the information each candidate gives in their application form to the points listed in the person specification. Those short-listed for interview will be the candidates who best demonstrate that they meet the points listed in the candidate specification.

It is helpful if you fill in the application form neatly and clearly. Keep a copy of your application form; you might find it useful if asked to an interview.

Additional Information:

- This is the most important part of the application form and it is essential that you complete this as fully as possible. We cannot assume any skills, experience or knowledge that you have and therefore you need to explain how your skills, knowledge, experience and understanding match the points in the person Specification.
- In filling in this section, try to give specific examples so that those shortlisting have evidence as to how you meet the person specification. For example, do not simply say: "I can take initiative" "I have good communication skills". Give an example of when you have done this, how you did it, what you achieved and how your past experience will help you in the post you are applying for. Try to show that you have thought carefully about how the specification applies to you, and your abilities, in particular.
- Do include details of relevant skills and experience you have gained outside formal work, and through training.

Training and Work Experience:

- Please tell us about any work experience (paid or unpaid), and any training you have had. Do also refer to your work experience (paid or unpaid) in the Additional Information section where appropriate.
- Do not send a CV; please fill the form in.

Other Experience:

- You may have had other experience outside of work, which would make you a suitable candidate for the post, such as life experiences, travel, community or voluntary work, helping your family, etc. Please include this information as it will help support your application.

Closing date: Monday 17th December 2018 (5.00 p.m.)

Interviews: Friday 4th January 2019

Your completed application should be emailed to sharon.davis@faithinfamilies.org or returned to the Chief Executive, Faith in Families, 7 Colwick Road, West Bridgford, Nottingham, NG2 5FR.

With best wishes,

Malcolm Dodd
Head of Finance & Resources



Faith in Families is a registered children's charity and voluntary adoption agency working throughout the East Midlands and beyond. We have a reputation for excellence having been repeatedly rated as 'Outstanding' by OFSTED. We have a highly dedicated and skilled team to which we want to recruit exceptional candidates with significant energy and enthusiasm who will carry on that work, to ensure that every child has the right to grow up as part of a loving and nurturing family.

School Social Worker

Full Time

**School-based
Secondary School, (Nottingham)**

Salary Range £24,964 - £31,601 pa (depending on experience)

An opportunity has arisen to join this growing specialist team providing bespoke social work services to schools. This is a dynamic and innovative service with exciting plans for future developments. As School Social Worker, you will be employed by Faith in Families and based in one Secondary school within the geographical area indicated. You will be responsible for holding a caseload of students referred within the schools for a variety of reasons. The work includes but is not limited to one-to-one support and counselling for individual students, group work, family consultation and support, liaison with external agencies and partnership working with school and other statutory partners.

Please note that only applications from qualified Social Workers with current registration with the HCPC will be considered.

Please phone Leroy Aitcheson, Schools & Communities Manager on 0115 955 8811 if you would like an informal discussion.

Closing date: Monday 17th December 2018 at 5:00pm: Interviews will take place on Friday 4th Jan 2019 at Faith in Families, 7 Colwick Road, West Bridgford, NG2 5FR

For an **Information Pack** (which contains an **application form** to be completed), visit <http://www.faithinfamilies.org/support-us/ways-to-support/vacancies>

Completed applications can be returned to Sharon Davis at sharon.davis@faithinfamilies.org or returned to the Chief Executive Officer, 5 Colwick Road, West Bridgford, Nottingham, NG2 5FR

JOB DESCRIPTION

SCHOOL SOCIAL WORKER

Designation:	School Social Worker
Salary Scale:	Scale £24.964 - £31.601 pa (depending on experience)
Hours:	37
Accountable to:	Schools & Communities Manager
Location:	School based (secondary) Nottingham

General Information:

Faith in Families, formerly the Catholic Children's Society, Nottingham, was founded in 1948, initially to meet the needs of the Catholic community in respect of adoption, residential care and family support services.

Today Faith in Families is an independent children's charity and Limited Company based in West Bridgford, Nottingham, providing comprehensive adoption and children's services to people of any or no religious affiliation living throughout the East Midlands.

The Agency is primarily involved with the placement of children for adoption who are Looked After in the care of Local Authorities and alongside this service, the Agency is well known for its comprehensive adoption support services.

In addition to adoption services, the Agency currently offers a range of children's services, including School Social Work services, training and consultancy. Currently the Agency work with predominantly Catholic schools but the Agency is extending its service provision into non-faith and other faith schools.

The overall objective of the School Social Work Service is to provide school-based services that strengthen the school/home/community partnership and alleviate barriers to learning. The School Social Work Service significantly contributes to the development of a healthy, safe and caring environment by advancing the understanding of the emotional and social development of children. This is achieved by close collaboration and joint-working with the school and its staff and designing and operating a bespoke service that respects and promotes the school's particular values and ethos

The Agency has an on-going arrangement with local authorities to provide access to Safeguarding training and is committed to the personal development of all staff. As a Social Worker within the Agency there is an expectation that the post holder have a working knowledge of the HCPC standards for Social Care Workers. The Agency's HR Policy and Procedure Manual is informed by the HCPC standards.

Major Duties and Responsibilities:

1. To work with individuals, groups and organisations in conjunction with schools to develop programs and services that support and enhance the social and emotional well-being of students
2. To conduct needs-based assessments of individual students referred to the school social work service and develop a plan of work for each student.
3. To manage a case-load of students, providing both short and longer term individual social work support as identified within the plan of work.
4. To facilitate group work with students.
5. To work in liaison with parents and provide family-based support as identified within the plan of work and conduct home visits where necessary.
6. To implement appropriate therapeutic strategies with students, families and/or groups to effect change in emotional and/or behavioural presentation.
7. To liaise with external agencies and ensure effective collaboration between statutory and voluntary community-based organisations.
8. To advocate on behalf of the student to ensure the student's voice is heard at home, within school and within the wider community.
9. To maintain up-to-date knowledge and understanding of issues pertinent to the emotional and social needs of students and preventing barriers to learning.
10. To establish links and effective communication within school and with local statutory and voluntary partners.
11. To develop a program of services for parents, to include relevant parental support groups and/or training and workshops.
12. To participate in the development and provision of external training programmes based on the school social work service model at local, regional and national levels.
13. To tailor training programmes that addresses the expressed needs of the school and its staff.

14. To provide consultation to school staff around issues involving individual students and/or wider school issues.
15. To participate in the continued evaluation of the effectiveness of the school social work service.
16. To attend and participate in professional meetings, including child safeguarding conferences, CAF/EHA meetings etc.
17. To support children through transitions to ensure continual engagement with school and learning.
18. To adhere to the Agency and School's own child safeguarding, health and safety, equal opportunities and data protection procedures.
19. To fully respect the Schools' ethos and values and work in partnership with them to uphold their mission and aims.

Other Tasks and Responsibilities:

- To represent the Agency at meetings of relevant professionals and organisations.
- To prepare for and participate in monthly Supervision with the Schools and Communities Manager and ensure adequate maintenance of case records in accordance with the Agency's Policy, Procedure and Practice Guidance.
- To commit to flexible working hours, including some weekend and evening work.
- Accept responsibility for personal and professional development.
- Maintain up-to-date knowledge of Government initiatives and directives.
- Effectively communicate the work of the Agency in promoting understanding of the Agency's role both in the Catholic Diocese and in the wider community.
- Undertake other duties which may be identified as appropriate, or suitable for the post-holder in the furtherance of the aims of the Agency.

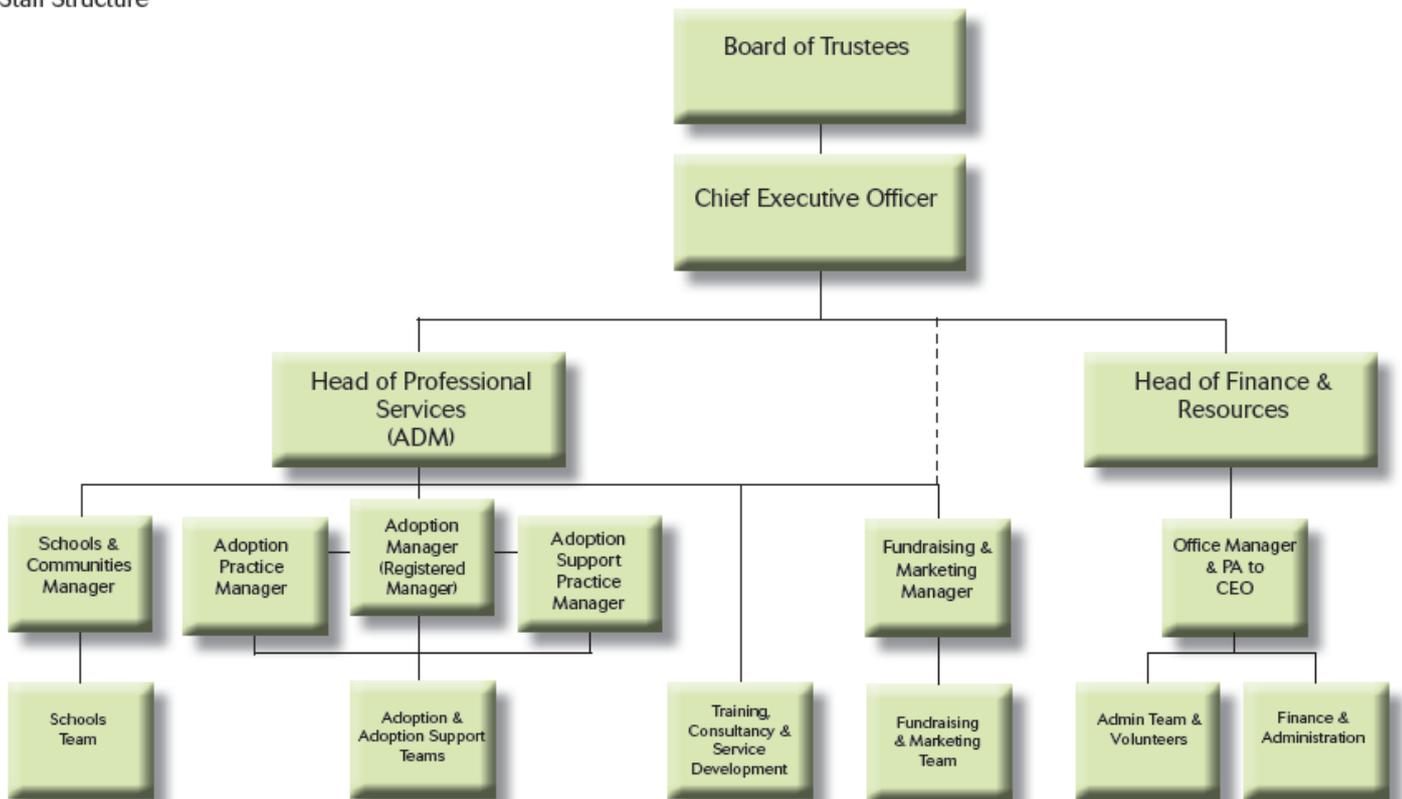
PERSON SPECIFICATION

School Social Worker

	Essential	Desirable
Education and Qualification	<p>Social Work Qualification - Dip SW, CQSW or equivalent</p> <p>HPC Registered</p>	<p>PQ Qualification</p> <p>Educated to degree standard</p> <p>Counselling qualification</p> <p>Therapeutic training and/or qualification</p>
Experience	<p>Direct work with children</p> <p>Experience of supporting families</p> <p>Experience of child protection and safeguarding assessments</p>	<p>Work within a school setting.</p> <p>Experience of leading CAF/Priority Families assessments.</p> <p>Work in both Statutory and Voluntary Sectors.</p> <p>Group Work</p> <p>Experience of delivering support groups/training to adults and/or children</p>
Knowledge	<p>Knowledge of the growth and development of children, including the impact of abuse and neglect, separation and loss.</p> <p>Theory and techniques for communication with children and young people.</p> <p>An understanding of relevant national policies and procedures including but not limited to the Children Act 1989 regulations and guidance, Working Together and associated child safeguarding guidance, the Common Assessment Framework, Every Child Matters agenda, including an understanding of the extended school provision.</p> <p>An ability to promote equality, diversity and the rights of individuals and groups.</p>	<p>Group work theory and practice</p> <p>An understanding of the constraints and opportunities of service-delivery within the Voluntary Sector.</p> <p>An understanding of the principles of child learning.</p> <p>Crisis resolution techniques</p>
Skills and Abilities	<p>Effective communication skills, with children, young people, adults and groups</p> <p>Confidence to initiate and work independently within Agency policy and practice guidelines</p> <p>Ability to work within a multi-disciplinary setting</p>	<p>An ability to contribute to the evaluation and development of Agency policy and procedures and new initiatives within the Agency.</p> <p>Ability to facilitate a training and/or support programme for parents and/or students</p>

Staff Structure

Staff Structure



TERMS AND CONDITIONS

The key terms and conditions for this appointment are:

Salary:

Full Time: Scale (£24,964 - £31,601 pro rata)

Pension:

Membership of 'the Peoples Pension' defined contribution occupational pension scheme

Supervision / Appraisal:

Provided by Adoption Practice Manager; the Agency operates an Annual Appraisal system

Leave:

25 days per annum, plus public holidays

Location / Travel:

The Agency office is located at 7 Colwick Road, West Bridgford, Nottingham.

Probationary Period:

Six months

Notice Period:

Two months

Other Benefits:

Non-smoking environment

Criminal Records:

This post is subject to an Enhanced DBS (Disclosure and Barring Service)

Offer of employment will be subject to references, confirmation of the right to live and work in the UK and a medical check.