

## JOB PROFILE

Post	<b>School Social Worker</b>
Accountable To	<b>Service Manager</b>

## PURPOSE OF THE POST

- To provide a Therapeutic Social Work service to children and young people in schools across the West Yorkshire
- To support the Service Manager in ensuring that all safeguarding responsibilities are well communicated and managed within the service.
- To work in consultation with key school staff, other agencies, children and families.

## KEY RESPONSIBILITIES

1. To undertake direct work with children, young people and families referred via school and the community. This work may be carried out at the school or in the family home.
2. To implement the tasks set out in Service Level Agreement, drawn up with key school staff. This work could include ensuring school attendance.
3. To work in partnership with school staff, other professionals, parents/carers to identify relevant issues/strategies to augment and complement the work already in place.
4. To participate in In-Service Training organised through the service as necessary,
5. To provide a consultation service to the staff of the school through regular meetings and individual discussion, case discussions etc., as arranged with the school.
6. To liaise with and make referrals to Social Care, Health, other services and voluntary organisations. To attend regular meetings. Ensure that relevant knowledge and information is shared appropriately, so that the most appropriate services can be made available to the young person and their families.
7. To provide an anti-discriminatory service and practice
8. Workers should understand the role and responsibilities of other professionals and organisations in order to work effectively and efficiently.
9. To offer information and counseling support to children, young people, families and school staff.
10. To provide information and statistics to demonstrate targets are being met.

11. To pursue effective means of monitoring and evaluating work.
12. To participate in training, supervision, team meetings and annual appraisals in order to improve knowledge, skills and understanding in line with the school service's needs
13. To maintain accurate and comprehensive records, undertake assessments and prepare reports.
14. To develop and review service plans in consultation with service users.
15. Undertaking duties commensurate with safeguarding for children agenda. To be able to work to the demands of the post and to meet deadlines.
16. To implement policies and procedures especially in relation to:

**The Charity**

Safeguarding  
Health & Safety Policy  
Complaints Procedure  
Equal Opportunities

**The School**

Those relevant to the work undertaken through the Schools, Children & Family Wellbeing Service and in particular the school's safeguarding policy and procedure

**Safeguarding**

Provided by the Charity, School and Local Authority

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**OTHER EXPECTATIONS AND PERSONAL ATTRIBUTES**

- Ability to work independently, be highly self-motivated, innovative, good problem solving skills
- An appreciation of the pressures and demands impacting on school communities
- Ability to build professional relationships with key staff in schools
- Willingness to evaluate and review service delivery against targets
- Ability to respond to new areas of need
- To disseminate good practice throughout the service

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**ADDITIONAL DUTIES**

It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

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**SAFEGUARDING**

Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk regardless of gender, ethnicity, disability, sexuality or beliefs. We are committed to ensuring safeguarding practice reflects statutory responsibility, government guidance and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment.

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## **CONFIDENTIALITY**

The Information Governance Standards outline how employees must deal with personal information about employees, service users, corporate and financial information. It is a requirement that all Catholic Care employees and volunteers, in the course of their work, treat such personal data confidentially and comply with Catholic Care's Confidentiality Policy. A failure to comply with this may result in disciplinary action. This obligation will continue indefinitely, even after termination of employment. All approaches by the media and other third parties must be referred to the Director.

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## **VALUES AND PRACTICE PRINCIPLES**

The person who holds this position is expected to be familiar with and have regard to the Values of Catholic Care and work within that framework. He or she must be prepared to operate within the ethos of the Charity and ensure that people of all denominations and faiths have their spiritual needs respected.

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## **QUALIFICATIONS AND EXPERIENCE**

The person appointed to this position will satisfy the criteria identified in the Person Specification.

You will need to hold a full, clean driving license, comprehensive insurance and the use of a car to carry out the above duties as the work will involve visiting schools and families throughout the Diocese.

*All posts will be offered subject to satisfactory references and DBS Enhanced Disclosure being obtained.*

Feb 2020 JK

# Catholic Care Person Specification

**Post:** School Social Worker

**Base:** Schools, Children & Family Wellbeing Service

Qualifications	Essential	Desirable
Social Work Qualification e.g. DipSw / CQSW	✓	
Specialist qualification in work with children and young people		✓
Good general standard of education	✓	
Full driving licence	✓	
<b>Experience</b>		
Experience in a childcare / family / school setting		✓
Work in a voluntary organisation		✓
Working in a social work team	✓	
<b>Skills</b>		
Ability to communicate effectively – in both written and verbal forms	✓	
Ability to manage complex relationships with school staff and other stake holders	✓	
Ability to manage a high workload	✓	
Counselling skills – person centered / bereavement		✓
Group work skills with children and adults		✓
Training – planning, delivery and evaluating		✓
Keeping appropriate case records	✓	
<b>Knowledge of</b>		
Range of social work theories and interventions	✓	
Current issues in education that impact on children and families		✓
Child Protection Procedure	✓	
Equal Opportunities	✓	
<b>Attitude</b>		
Willingness to work flexibly in response to the needs of the service	✓	
Willingness to work as part of a team and in other locations as required	✓	
Responsive to new ideas and approaches	✓	

Commitment to the mission, ethos and values of Catholic Care	✓	
Commitment to personal training and development	✓	