



Job Description

Senior Social Work Assistant

| Job Details | |
|------------------------|-----------------------------------|
| Grade | Grade B |
| Number of Posts | 1 |
| Department | Family and Friends Fostering |
| Reporting to | Team Manager/ Senior Practitioner |

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Overview of the role:

The Team provides post adoption support services to the placement of children whether living in Birmingham or in interagency placements across the country. The work includes a Letterbox Service to all Birmingham children, Assessment of Adoption Support Needs, Stay and Play Groups and social work support to adoptive families.

We also provide support services to adult adoptees through Birth Records counselling and liaise with other Agencies in their work with adopted children, their families and adopted adults.

Key Responsibilities:

- To make timely and appropriate responses to all work allocated and maintain comprehensive and accurate case records in accordance with the Directorate's requirements.
- To develop good working liaison with colleagues in the Directorate and to support Area colleagues when there are safeguarding concerns relating to adoption placements.
- To administer, maintain and develop systems as required e.g. monitoring, recording, processing and reviewing of information and letterbox arrangements.
- Sound experience of working with IT systems and data bases.
- To ensure that confidentiality is maintained in all areas and to ensure Data Protection Act principles are adhered to.



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| <ul style="list-style-type: none"> To ensure that safety and security is upheld by adhering to all appropriate policies, reporting and escalating issues appropriately as they arise. |
| <ul style="list-style-type: none"> To participate in any training and support programme as required. |
| <ul style="list-style-type: none"> To work flexibly and as part of a team to ensure cover of all aspects of support services and to provide continuity of service. |
| <ul style="list-style-type: none"> To undertake any other tasks as may be required from time-to-time commensurate with the grading of the post. |
| <p>All staff will be expected as part of their day to day work to develop and maintain skills in order to:</p> <ul style="list-style-type: none"> Communicate effectively Report and record information Maintain confidentiality of information Promote and maintain a healthy and safe working environment Work co-operatively and effectively with others Acknowledge personal beliefs and identity Work with others of similar and different beliefs and ideas Promote anti-discriminatory practice Promote non-abusive and non-aggressive behaviour Evaluate and develop their own practice Promote evidence based practice. |

| Key Information | | | | | | | | | |
|--|--|--------|--------------|--------------|--------|--------------|----------|---|--|
| <p>Is a Safeguarding Check needed? (<i>DBS and Experian background checks</i>)</p> | <p>Dropdown Options:</p> <table border="1"> <tr> <td>Not Required</td> <td></td> <td></td> </tr> <tr> <td>Required</td> <td>x</td> <td></td> </tr> </table> | | | Not Required | | | Required | x | |
| | Not Required | | | | | | | | |
| | Required | x | | | | | | | |
| <p>If Required, what type:</p> <table border="1"> <tr> <td></td> <td>Children</td> <td>Adults</td> <td>Children and</td> </tr> </table> | | | | Children | Adults | Children and | | | |
| | Children | Adults | Children and | | | | | | |



| | | | |
|--|--------------------------|---|---------------|
| | | | Adults |
| | Basic | | |
| | Enhanced | x | |
| Will this position have Line Manager responsibility? | Dropdown Options: | | |
| | Yes | | |
| | No | x | |

Person Specification

| Essential Criteria | | |
|--|------------------------------|--|
| Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications | | |
| CRITERIA | Method of Assessment (M.O.A) | Essential |
| Qualifications | AF & C | Relevant Child Care Qualification or equivalent |
| Training | AF & I | Commitment to ongoing development |
| Experience | AF & I | Experience of direct work with children and young people and their families within a children's or family placement setting. |
| Experience | I | Knowledge of Adoption issues |



| | | |
|------------|-----------|--|
| Experience | AF, I & E | Knowledge and understanding of the permanency needs of children from complex backgrounds. |
| Experience | AF, I & E | Experience and knowledge of assessing safeguarding concerns and working with those procedures as appropriate. |
| Skills | AF, I & E | Effective verbal communication skills and written skills to include clear and concise report writing or record keeping. |
| Skills | I & E | Good organisational and presentation skills. |
| Skills | AF, I & E | Ability to work effectively with colleagues and other agencies. |
| Skills | I & E | Problem solving, negotiation and decision making skills. |
| Skills | AF, I & E | Ability to work in an anti-discriminatory manner. |
| Skills | I & E | Ability to work under pressure, meet deadlines and prioritise appropriately. |
| Skills | AF, I & E | Ability to be responsible for own work, with support and supervision. |
| Skills | I | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 |
| Other | I | Flexible approach to working unsocial hours and travel |

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.