



## Job Description

### Social Worker Apprentice

Job Details	
<b>Grade</b>	3
<b>Number of Posts</b>	12
<b>Department</b>	Practise Hub
<b>Reporting to</b>	Team Manager

#### 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

**Key Responsibilities**

- To safeguard and promote the welfare of the most vulnerable children and young people in the City through the delivery of high quality services.
- To be responsible for a caseload of children and young people ensuring legislative requirements are met.
- To collect, accurately record, using management information systems, and critically analyse all relevant information and take appropriate actions to fulfil statutory responsibilities to promote and safeguard the well-being and interests of the child/young people.
- To ensure the well-being and safety of the child/young person is paramount through analysing all necessary information to complete assessments that comply with statutory requirements.
- To create and plan for children in need of protection and children in care involving multi agency partners according to need.
- To implement, monitor and review within multi-agency meetings, children's plans to ensure needs are being met.
- Ensure that meetings are proactive and timely; and meet the child's/young person's needs, wishes and feelings
- Liaise and work with other professionals and agencies to achieve optimal outcomes for children and young people; and ensure that services are 'joined up' in approach.
- To accurately record, report and communicate using accurate, up-to-date evidence based information in accordance with statutory and organisational requirements.
- To communicate effectively to a variety of audiences through written, verbal and other means of communication.



<ul style="list-style-type: none"><li>To prepare and present reports to conferences, courts and panels in accordance with statutory procedures and practices.</li></ul>
<ul style="list-style-type: none"><li>To establish skills, knowledge and experience to enhance working practices in accordance with the College of Social Work ASYE Year 1 programme, Professional Capability Framework and the Health Care Profession Council's (HCPC) Code of Practice for Social Workers.</li></ul>
<ul style="list-style-type: none"><li>To take personal responsibility for your own professional development and reflective practice and keep up-to-date with changes to legislation, court rules, policies, procedures and best practice development.</li></ul>
<ul style="list-style-type: none"><li>To work as a team member and attend team meetings and service reviews to positively contribute to the outcomes for children achieved as a team.</li></ul>
<ul style="list-style-type: none"><li>Actively support the Team Manager by undertaking any other duties commensurate with the job or needs of the service</li></ul>

Key Information													
Is a Safeguarding Check needed?	<div>Dropdown Options:</div> <div><b>Not Required</b></div> <div>Or</div> <table><tr><th></th><th>Children</th><th>Adults</th><th>Children and Adults</th></tr><tr><td>Basic</td><td></td><td></td><td></td></tr><tr><td>Enhanced</td><td>X</td><td></td><td></td></tr></table>		Children	Adults	Children and Adults	Basic				Enhanced	X		
	Children	Adults	Children and Adults										
Basic													
Enhanced	X												
Will this position have Line Manager Responsibility?	<div>Dropdown Options:</div> <div>No</div>												





## 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
Education/Qualifications	AD, I	A standard level of education including literacy skills to GCSE level A-C or equivalent such as functional skills English Level 2
Experience	AF, I	Two years' experience of working with vulnerable children and their families
Experience	AF, I	Experience of working closely with statutory and voluntary agencies
Experience	AF, I	Knowledge of Social Work England codes of practice
Skill and Ability	AF, I, P	Effective communication skills; demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising.
Skill and Ability	AF, I	Demonstrates an understanding and application of anti-discriminatory practice.
Skill and Ability	I, P	Effective analytical skills: ability to absorb, understand and quickly assimilate information and compare information from a number of different sources. Able and confident to resolve queries in their area of knowledge using logical thinking to explain reasoning behind



		decisions or actions taken.
Skill and Ability	I, P	Ability to organise own time effectively, creating own work schedules, prioritising, preparing in advance and setting realistic timescales.
Skill and Ability	AF, I	Ability to use IT systems to obtain, record and retrieve data.
Skill and Ability	I	Ability to make effective decisions on a day to day basis, demonstrating sound judgement in escalating issues where necessary.
Skill and Ability	I	Demonstrates resilience to challenge in a complex highly pressurised environment. This individual's skills will have been tested and an ability to maintain composure under pressure should be demonstrated.
Skill and Ability	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
Training	AF, I	The willingness and capacity to complete the course within the expected timeframe of three years.

**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.**

