



## Job Description

### Senior Social Work Assistant

Job Details	
<b>Grade</b>	B
<b>Department</b>	Fostering
<b>Reporting to</b>	Team Manager

Who Are We?
<p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><b>Our Vision:</b></p> <p>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.</p> <p>We will do this:</p> <ul style="list-style-type: none"><li>• with compassion and with care.</li><li>• through positive relationships, building on strengths.</li><li>• in collaboration with children, young people, families and partners.</li><li>• by listening, involving and including.</li><li>• in ways that are efficient and deliver value for money.</li></ul> <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none"><li>• healthy, happy, resilient children living in families.</li><li>• families able to make positive changes.</li><li>• children able to attend, learn and achieve at school.</li><li>• young people ready for and contributing to adult life.</li></ul>



- 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 support social workers who safeguard and promote the welfare of the most vulnerable children and young people in the City through the delivery of high quality service.

- To be responsible for an 'allocated worker' casework role, as assigned by Team Manager/Social Worker.
- To support with the co-ordinating and running of support groups for post Order families - including SGO / CAO / PF & Adoption
- To support with the recruitment and marketing events to raise awareness and increase numbers of SGO & PF arrangements
- To assist with the team developments as necessary
- 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.
- As directed, provides practical day to day support to children and their families
- 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.
- 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.
<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?	<ul style="list-style-type: none"> <li>Yes</li> </ul>
Will this position have Line Manager Responsibility?	<ul style="list-style-type: none"> <li>No</li> </ul>

### 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
Experience	AF	Experience of working with children and/or their families in a care setting.
Experience	AF	Liaising with agencies to get help for children and/or their families
Skill	I/E	Demonstrates a basic knowledge of social work practice.
Skill	I/E	Basic understanding of the legislative framework applying to working with children and families in a statutory setting
Skill	I	Ability to work professionally with people experiencing challenging personal circumstances.



Skill	AF/I/E	Knowledge of Special Guardianship Orders /Child Arrangement Orders & Private Fostering
Skill	I/E	Ability to co-ordinate training workshop sessions and assist with running support groups for Post Order families (including adoption families)
Skill	I	Ability to communicate effectively to a variety of audiences through written, verbal and other means of communication.
Skill	AF/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
Skill	AF/I	Confident with digital communication and using IT to produce training material and information sharing
Skill	E	Ability to work flexibly with local and wider team and in partnership with other professional agencies to achieve overall team goals.
Skill	I	An ability to accurately record information in different formats
Skill	AF/I	Ability to undertake audit and quality assurance activity
Experience	AF/I/E	Shows respect for diversity and values individual differences.
Experience	AF/I	Treats all people fairly and appropriately regardless of race, religion, belief, gender, age, disability, sexual orientation, appearance of position.
Experience	I	Demonstrates an understanding of disadvantages and social deprivation

**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.**

