



Role profile

Role title	Trainee Social Worker
Corporate directorate	Together for Families
Service	Children and Family Services
Grade	G/H
Reports to (role title)	Team Manager/Principal Social Worker
Version	
JE code	CYCF119

Approving manager	Ben Davies
Date	

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Role purpose

Trainee social workers (TSW) are employed as social care practitioners in order to undertake a programme of learning through work experience, academic study and practice placements in which they develop the full range of social work values, knowledge and skills that are required to become qualified and registered social workers.

G grade TSWs work as a full member of a social care team for 6-12 months, until they have demonstrated the requisite knowledge and skills before starting our approved Social Work Degree Apprenticeship via the Open University. During this period of work experience they undertake elements of the core curriculum and are expected to demonstrate the learning in practice, undertaking an appropriate range of duties and responsibilities in direct work with children and young people and their families, building up to take case responsibility, under the direction and supervision of a Team Manager or Principal Social Worker.

H grade TSWs will already have a degree and the requisite knowledge and skills, acquired through previous employment, to obtain a place on an approved post-graduate social work course. Some may already have professional qualifications in an allied area such as nursing or teaching. They will work as a full member of a social care team for 6-12 months, to acquire the requisite knowledge and skills before starting an approved social work course via the Open University at Masters level. During this period of work experience they undertake elements of the core curriculum and an appropriate range of duties and responsibilities expected of a senior (non-social work qualified) social care practitioner, taking case responsibility under the supervision of a Team Manager or Principal Social Worker.

Once TSWs have completed the first phase of work experience successfully they are expected to undertake their approved social work course ie the SWDA or Masters level PgDip in Social Work via the Open University.

They continue to be fully employed by the Council during their studies, working adjusted hours in order to undertake the approved course of study.

The Service provides TSWs with appropriate practice learning placements in line with the requirements of their social work course.

Dimensions

Annual financial accountability
None
Management accountability
Nature of management <ul style="list-style-type: none"> • None
Number of staff managed <ul style="list-style-type: none"> • None

Accountabilities

Cornwall Council is a dynamic organisation and the particular duties and accountabilities may vary from time to time without changing the general character of the role or the level of responsibility entailed. Individual objectives will be agreed via the PDS appraisal process

- Undertake a range of social care duties and responsibilities to support children in need and their families, including children with disabilities, children in care and care leavers, holding case responsibility as appropriate to the grade.
- Work jointly with qualified social workers to undertake a range of duties and responsibilities in more complex cases such as child protection and cases in care proceedings; including supervising and reporting on contact visits; mentoring vulnerable adolescents; providing advice and practical support to parents/carers under pressure; life story work with children in care; facilitating groups; and other appropriate tasks allocated by their supervisor commensurate to the grade.
- Act in the role of lead professional in appropriate cases; undertaking assessments, planning, implementation and review and coordinating the team around the child/family.
- Establish, develop and model effective collaborative working with local early help and targeted family support services, health, community and voluntary sector practitioners.
- Develop an applied understanding of the key risk factors affecting the welfare and development of children; particularly those arising from parental alcohol/drug misuse; parental mental health problems; domestic abuse; learning difficulties; and homelessness.
- Develop an applied understanding of the key risk factors affecting the welfare and development of children that do not necessarily arise within the family or the family exclusively; such as children going missing, child sexual exploitation, female genital mutilation, forced marriage, honour-based violence, belief in spirit possession.
- Achieve a high level of competence and confidence in the use of the Council's electronic case recording/reporting tool, maintaining accurate and up-to-date child records in line with practice standards.
- Understand, promote and integrate into practice an applied knowledge of all relevant directorate policies, protocols and procedures, achieving a high level of competence in line with practice standards.
- Promote and demonstrate the meaningful participation of children, young people, parents and carers in the process of assessment, planning, implementation and review, in all aspects of decision-making and in shaping service delivery.
- Participate positively in supervision, performance development reviews, team improvement plans, practice development and other relevant training opportunities.
- Participate positively in the Framework for Quality Assurance and Performance Management, responding positively to well-founded criticism from supervisors, quality assurance colleagues and service users.
- Actively contribute to team working, supporting colleagues, covering for colleagues in their absence and taking part in and contributing to team meetings and team development events.
- Obtain and participate fully in the approved and agreed degree course programme, undertaking assignments to a high standard and fulfilling other course requirements within the required timescales. Those undertaking the post-graduate qualification route will not be expected to achieve their Post graduate Diploma at Masters level.

- Maximise the learning opportunities provided by social work practice placements and be prepared to undertake post-qualifying training.

Corporate accountabilities

Information security and governance

Manage information in line with the Council's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance

Safeguarding

Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures

Equality & Diversity

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered

Customer Experience

Drive to continually improve customer satisfaction and maintain a clear and consistent focus on delivering outstanding customer experience

Health, Safety and Wellbeing

Contribute to the management of health and safety risks and the creation of a positive health and safety culture to safeguard the health, safety and wellbeing of yourself and others. Understand your health and safety responsibilities and comply with council policy and procedures

Key objectives

- To take personal responsibility for the quality and consistency of own professional practice in line with service standards
- To take personal responsibility for own learning and development, applying this to practice
- To promote equalities and diversity, demonstrating cultural competence in all aspects of practice
- To put the child at the centre of practice, that their voice is heard, that they participate fully in decisions about their lives and an authentic account of their lived experience is conveyed in recording, assessments, plans and reviews
- To improve collaborative working with other services and professionals, including adult services supporting vulnerable adults
- To improve professional confidence in the service and the social work profession by maintaining high professional standards in all aspects of the role
- To make a positive contribution to the improvement of safeguarding services to children and young people in Cornwall
- To successfully complete the initial period of work-based learning; and
- To successfully complete the approved course of study.

Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed. Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behaviours	Recruitment and selection
<p>Working together</p> <p>You understand and focus on customer satisfaction and work well with colleagues and partners.</p> <ul style="list-style-type: none"> • You deliver exceptional customer service – you understand and are attentive to the needs of your customers • You listen to the views of others and seek them out • You support and show consideration for others • You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others • You are committed to the protection and safeguarding of children, young people and vulnerable adults • You share information and expertise with others • You are honest, you respect and you build relationships of trust • You share your achievements and acknowledge the achievements of others 	<p>Interview/ Assessment</p>
<p>Resourceful</p> <p>You apply expertise, solve problems and make improvements to deliver the best possible customer outcomes.</p> <ul style="list-style-type: none"> • You plan and organise your work and manage your time effectively • You gather relevant information, analyse it and make timely informed decisions in the course of your work • You are flexible and adaptable • You respond constructively to change • You demonstrate financial awareness relevant to the job you do • You use your initiative and are creative in problem solving • You deliver results and demonstrate commitment to serving customers 	<p>Interview/ Assessment</p>
<p>Personal responsibility</p> <p>You take responsibility for your work, your environment and your development.</p> <ul style="list-style-type: none"> • You are trustworthy and reliable • You pay attention to your own health, safety and wellbeing and that of others 	<p>Interview/ Assessment</p>

<ul style="list-style-type: none"> • You acknowledge errors, report them as appropriate and play your part in addressing them • You appropriately challenge unhelpful behaviour • You seek feedback and review your own contribution • You are open to change and improvement • You take responsibility for your development • You are enthusiastic about and take pride in your work • You act as an ambassador for the Council to our customers 	
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Knowledge, skills & experience	Recruitment and selection
<p>G grade: Significant experience of direct work (paid or unpaid) with diverse groups of children, young people, families or adults.</p> <p>H grade: Significant experience and a proven track record of direct and skilled work with children, young people and their families (paid) at a senior practitioner or professional level within a statutory agency/service or a third sector organisation.</p>	Application
<p>G and H grade: Ability to work in partnership with children and families taking into account issues of diversity and equality such as disability, race, culture and religion.</p> <p>H grade: Applied knowledge required to work within the requirements of the Equalities Act, the Human Rights Act and the UN Convention on the Rights of the Child.</p>	Application/ Interview/ Assessment
<p>G and H grade: Ability to collect and record information about children and families from different sources, analyse information, report findings and make recommendations about how to provide support.</p> <p>H grade: Ability to draw conclusions and to act on own initiative to provide help and protection.</p>	Interview/ Assessment

<p>G and H grade: Ability to communicate effectively with children and young people of different ages, backgrounds and abilities, understand their lived experience and convey their wishes and feelings.</p> <p>H grade: Demonstrate evidence-based practice skills in communicating with children and young people.</p>	Application
<p>G and H grade: Ability to communicate with parents and carers, with respectful scepticism and encourage their meaningful participation in assessment, plans and decision-making.</p> <p>H grade: Ability to hold difficult conversations with parents and carers, recognising disguised compliance and challenging poor parenting using evidence-based practice skills.</p>	Interview/ Assessment
<p>G and H grade: Ability to communicate clearly in writing and face-to-face with a wide range of people and agencies on sensitive issues.</p> <p>H grade: Ability to prepare reports that could be used in care proceedings and other formal settings.</p>	Interview/ Assessment
<p>G and H grade: Ability to work effectively with partner agencies and other professionals:</p> <p>H grade: Ability to act as lead professional and facilitate multi-disciplinary professionals meetings.</p>	Interview/ Assessment
<p>G and H grade: Awareness and understanding of the need for a high level of confidentiality in relation to sensitive and personal service user information, balancing this with the expectation to share information where required to protect a child.</p>	Application
<p>G and H grade: Possess good IT skills: word processing; e-mail; using a data-base; and ability to develop a high level of competence in the use of the Council's electronic case recording/reporting tool.</p>	
<p>G and H grade: Ability to manage conflicting demands, meet standards and undertake tasks within given timescales.</p>	Interview/ Assessment
<p>G and H grade: Significant general practice skills-based training, e.g Family Partnership Model, Motivational Interviewing, Signs of Safety, Restorative Justice, Family Mediation, etc</p> <p>H grade: Hold and be able to evidence a degree and/or degree level professional qualification (required for Masters level).</p> <p>(Note: degrees and professional qualifications must equate to a UK degree/professional qualification).</p>	Application
<p>G and H grade: Hold and be able to evidence Level 2 Maths and English or equivalent, and equates to UK qualifications if gained overseas.</p>	Application

Other requirements	Recruitment and selection
The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that staff can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable staff will be required to provide a suitable vehicle.	Application Form
The ability to work flexibly as required, including extended hours (evenings and weekends) including taking part in the out of hours service.	Application Form
This position is subject to a criminal records disclosure check	YES
This is a politically restricted position	NO