



JOB DESCRIPTION		
<b>POST TITLE:</b>  Social Worker (School Social Work Service)	<b>LOCATION:</b>  Schools-based and in St Aidan’s Centre, Wythenshawe	
<b>HOURS OF DUTY:</b>  21 hours per week  Hours to be worked flexibly according to the needs of the service	<b>GRADE:</b>  SCP 28	<b>SALARY:</b>  £14,683 <b>ACTUAL SALARY</b>
<b>RESPONSIBLE TO:</b>  Family Support Service Manager	<b>MAIN CONTACTS:</b>  <u>Internal</u> <ul style="list-style-type: none"> <li>◆ Team members</li> <li>◆ Caritas Management Group</li> <li>◆ Caritas Volunteers</li> </ul> <u>External</u> <ul style="list-style-type: none"> <li>◆ Head Teachers and school staff</li> <li>◆ Parents/guardians and children</li> <li>◆ Local Authority staff</li> <li>◆ Relevant external agencies</li> </ul>	
<b>RESPONSIBLE FOR:</b>  N/A		
<b>SPECIAL CONDITIONS OF SERVICE:</b>  <ul style="list-style-type: none"> <li>◆ Registered social worker status with the Health &amp; Care Professions Council (HCPC)</li> <li>◆ Enhanced Disclosure &amp; Barring Service check required</li> <li>◆ Must hold a full UK Driving Licence and have the use of a car insured for business use</li> <li>◆ To work from a number of allocated schools in the Diocese of Shrewsbury</li> <li>◆ Flexibility of working hours to meet the needs of the service.</li> </ul>		
<b>MAIN PURPOSE OF THE POST:</b>  To provide high quality social work services in schools across the Diocese of Shrewsbury according to each school’s formal agreement.  To promote and develop the schools service particularly, but not exclusively, in South Manchester and surrounding areas of Tameside and Trafford		

## JOB DESCRIPTION

### **SOCIAL WORKER (SCHOOL FAMILY SUPPORT SERVICE)**

#### **CARITAS DIOCESE OF SHREWSBURY PRINCIPLES AND VALUES**

The post-holder will be required to work within and represent the principles, ethos and values of Caritas Diocese of Shrewsbury, as faith based organisation, in their work.

#### **POLICIES AND PROCEDURES**

The post-holder will work in line with the Policies & Procedures of Caritas Diocese of Shrewsbury. They will also be required to ensure that service users/clients, staff and volunteers are treated in accordance with the Equal Opportunities policy of Caritas Diocese of Shrewsbury with particular emphasis on anti-discriminatory practice and the promotion of the rights of children, young people and vulnerable adults.

#### **SAFEGUARDING**

The post-holder will be required to ensure that children, young people and vulnerable adults are safeguarded, and must be aware that everyone has a safeguarding responsibility and a duty to refer any safeguarding concerns they may have to their line manager.

#### **MAIN TASKS AND RESPONSIBILITIES**

1. To work with pupils referred to the School Family Support Service on a variety of issues, providing a non-judgemental, caring and confidential environment for them to work through their problems and difficulties.
2. To liaise and work with parents and families, sometimes in their homes to ensure that the young person's needs are being met and family issues addressed.
3. To ensure that priority is given to the Safeguarding Policy and Procedures in all work undertaken.
4. To help identify factors affecting an individual pupil's well-being and behaviour in school and at home and to facilitate appropriate interventions with other professionals and agencies where necessary.
5. To work with other agencies and introduce their services to the school if appropriate.
6. To liaise with school personnel and Caritas staff to progress referrals.
7. To promote the School Family Support Service to staff, parents and pupils in the school.
8. To provide advice and guidance to school staff.
9. To maintain appropriate resources, databases and case files.
10. To provide regular reports to the individual schools and Caritas and feed back to school staff as required.

11. To maintain efficient and comprehensive referral and recording systems.
12. To attend and actively participate in own supervision, development and annual appraisal.
13. To participate in relevant training and maintain an up-to-date and working knowledge of relevant issues. To disseminate this information to other pastoral and non-teaching staff. To share learning with Caritas colleagues in meetings and on staff days
14. To work within the ethos of the school communities.
15. To work within all relevant policies and procedures for employees of Caritas.
16. To organise and deliver group work e.g. Webster-Stratton Parenting Programme, Nurturing Programme or similar.
17. To undertake commissioned work e.g. assessments, group work, supervised contact or direct work on behalf of Local Authorities in agreement with the Team Manager.
18. To liaise with schools regarding the annual fundraising on behalf of Caritas.
19. To carry out any other duty, commensurate with the level of the post, as may be determined by the Chief Executive Officer.

**Promotion and Fundraising:**

As a charity Caritas Diocese of Shrewsbury relies on a certain amount of fundraising. All members of staff are expected to contribute to fundraising activities and to be committed to promoting Caritas Diocese of Shrewsbury at every opportunity.

**PERSON SPECIFICATION FOR THE POST OF  
SOCIAL WORKER (SCHOOL SOCIAL WORK SERVICE)**

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications/ Training	<ul style="list-style-type: none"> <li>◆ A professional qualification in social work</li> <li>◆ Registration with the Health &amp; Care Professionals Council (HCPC)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Child Care Award</li> <li>◆ Counselling</li> <li>◆ Parenting training</li> <li>◆ ECDL</li> </ul>	Application form Documentation
Skills	<ul style="list-style-type: none"> <li>◆ Competent IT skills</li> <li>◆ Ability to communicate well with children, young people and adults</li> <li>◆ Ability to write detailed reports, including those commissioned by outside agencies</li> <li>◆ Ability to work in an anti-discriminatory manner</li> <li>◆ Ability to represent Caritas with service users and other agencies</li> <li>◆ Ability to work in different environments as required, school, home or other safe environment.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Advanced IT skills</li> <li>◆ Maintaining database and computerised records</li> </ul>	Application form and Interview
Knowledge	<ul style="list-style-type: none"> <li>◆ Knowledge of Safeguarding procedures</li> <li>◆ Knowledge and understanding of the Children Act and Every Child Matters</li> <li>◆ Knowledge of current developments in schools e.g. behaviour support</li> <li>◆ Knowledge of systems and services which can be accessed by disadvantaged people</li> </ul>	<ul style="list-style-type: none"> <li>◆ Knowledge and understanding of the role of voluntary agencies with the provision of social care</li> </ul>	Application form and Interview

Experience	<ul style="list-style-type: none"> <li>◆ Experience of working directly with children and young people</li> <li>◆ Experience of working with families</li> <li>◆ Experience of working in the home</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of working in schools</li> <li>◆ Post-qualification social work experience in a statutory setting</li> </ul>	Application form Interview
Special Conditions	<ul style="list-style-type: none"> <li>◆ Must be able to work within and promote the ethos and values of Caritas Diocese of Shrewsbury</li> <li>◆ To undertake home visits</li> <li>◆ To work flexibly when this is required by the demands of the post</li> <li>◆ Must hold a full UK Driving Licence and have the use of a car for work purposes and be insured for business use.</li> <li>◆ Able to contribute to promotion and fundraising on behalf of Caritas</li> </ul>		Interview

**Notes for Applicants:** Please try to show on your Application Form how you meet these requirements as this will be used for shortlisting purposes.

**Please note that Caritas Diocese of Shrewsbury is the new name for Catholic Children’s Society, Diocese of Shrewsbury (Inc). This name change is so recent that for information about our current services we direct you to [www.cathchildsoc.org.uk](http://www.cathchildsoc.org.uk).**

**Caritas Diocese of Shrewsbury  
Registered Charity 1169317**