

JOB DESCRIPTION		
<b>POST TITLE:</b>  Social Worker (Caritas Schools' Service)	<b>LOCATION:</b>  Schools-based	
<b>HOURS OF DUTY:</b>  37 hours per week and other pro rata positions (Term time only - 39 weeks per year)  Hours to be worked flexibly according to the needs of the service	<b>GRADE:</b>  SCP19-26 Qualification Bar at SCP24	<b>SALARY:</b>  £25,481 - £30,451 per annum (pro rata for term time and part time)  Plus Essential Car User Allowance (pro rata for part time)
<b>RESPONSIBLE TO:</b>  Team Manager (Caritas Schools' Service)	<b>MAIN CONTACTS:</b>  <u>Internal</u> <ul style="list-style-type: none"> <li>◆ Team members</li> <li>◆ Caritas staff</li> </ul>	
<b>RESPONSIBLE FOR:</b>	<u>External</u> <ul style="list-style-type: none"> <li>◆ Head Teachers and school staff</li> <li>◆ Parents/guardians and children</li> <li>◆ Diocesan Education Service</li> <li>◆ Local Authority staff</li> </ul>	
<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 Salford</li> <li>◆ Flexibility of working hours to meet the needs of the service</li> <li>◆ Because of the specific school-based nature of this post, it is a condition of employment that annual leave will be taken during the school holidays</li> </ul>		
<b>MAIN PURPOSE OF THE POST:</b> To provide high quality social work services in schools across the Diocese of Salford and the Diocese of Blackburn according to each school's formal agreement.		



## **JOB DESCRIPTION**

### **SOCIAL WORKER (CARITAS SCHOOLS' SERVICE)**

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

The post-holder will be required to work within and represent the principles, ethos and values of Caritas Diocese of Salford in their work.

#### **POLICIES AND PROCEDURES**

The post-holder will work in line with the Policies & Procedures of Caritas Diocese of Salford. 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 Salford with particular emphasis on anti-discriminatory practice and the promotion of the rights of children, young people and vulnerable adults.

#### **SAFEGUARDING**

Everyone at Caritas has a safeguarding responsibility. As part of the role the post-holder will undertake mandatory safeguarding and Prevent training as part of their induction. The post-holder will be required to ensure that children, young people and vulnerable adults are safeguarded. The role includes 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 Social Work 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 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 Caritas Schools' 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, and to disseminate this information to other pastoral and non-teaching staff.
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.
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 Salford 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 Salford at every opportunity.

**Health and Safety General Responsibilities:**

All employees have a responsibility for their own health and safety and that of others while undertaking their duties. Employees have a general duty to assist Caritas Diocese of Salford in implementing its general statement within the Health and Safety Policy.

All employees must report workplace hazards to their Line Manager and must report any injury or illness arising from workplace activities as outlined in Caritas Diocese of Salford guidance.

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**PERSON SPECIFICATION FOR THE POST OF  
SOCIAL WORKER (CARITAS SCHOOLS' SERVICE)**

| REQUIREMENT                 | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                      | DESIRABLE                                                                                                                                                         | ASSESSMENT METHOD                 |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Qualifications/<br>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>◆ Incredible Years Webster-Stratton Training</li> <li>◆ ECDL</li> </ul> | Application form<br>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> </ul> | <ul style="list-style-type: none"> <li>◆ Advanced IT skills</li> <li>◆ Maintaining database and computerised records</li> </ul>                                   | Application form and<br>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<br>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 group work</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<br>Interview     |

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SOCIAL WORKER (CARITAS SCHOOLS' SERVICE)**

| REQUIREMENT        | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DESIRABLE | ASSESSMENT METHOD |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------|
| Special Conditions | <ul style="list-style-type: none"> <li>◆ Must be able to work within and promote the ethos and values of Caritas</li> <li>◆ Ability to work within Catholic schools</li> <li>◆ To undertake home visits throughout the Diocese</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</li> <li>◆ Able to contribute to promotion and fundraising on behalf of Caritas</li> </ul> |           | Interview         |

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