

**Job Description**

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| **Department** | **Department of Children’s Services**  **Regional Adoption Agency *Adoption Now*,** |
| **Job Title** | Adoption Social Worker |
| **Grade** | H/I |
| **Primary Purpose of Job** | To contribute to the development and outcomes of the Regional Adoption Agency (RAA), *Adoption Now*.  To work predominantly in one of three workstreams, Care Planning and Family Finding, Recruitment and Assessment of Adopters or Adoption Support, with potential to work across the teams as required.  To be part of a service that recruits, trains, assesses and supports adoptive families and finds families for children needing permanence. |
| **Reporting To** | Manager/Deputy Manager (Adoption) |
| **Direct Staffing Reports** | N/A |

**Main Duties**

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| **1** | To contribute to the development and delivery of quality services offered by the Regional Adoption Agency, in accordance with Adoption Regulations, Standards and best practice. | | | |
| **2** | To prepare and present detailed reports, which are comprehensive, analytical, accurate and grammatically sound, for a variety of forums including courts and adoption panel, in accordance with statutory timescales. | | | |
| **3** | Hold cases where children have a possible plan of adoption, offering advice and support on care planning. | | | |
| **4** | To communicate with and work effectively with children and families, other children’s services staff, other professionals and external agencies as necessary. | | | |
| **5** | Complete direct work with children to continue to prepare them for adoption and give them an understanding of their life story to date. | | | |
| **6** | To complete visits to children and families within the guidelines of the Departments policies and procedures and ensure these are recorded promptly. | | | |
| **7** | To undertake extensive searches, using theory and research to identify adopters best suited to meet children’s individual needs. To engage in a variety of recruitment and family finding opportunities and undertake this work in a timely way avoiding delay. | | | |
| **8** | To work alongside children’s social workers to promote early permanence planning and best outcomes for looked after children. | | | |
| **9** | Be able to advise and offer training in relation to adoption matters to Managers, Social Workers and colleagues. | | | |
| **10**  **11**  **12** | Contribute to or Chair meetings and panels in relation to adoption planning, matching and introductions  To comply with legislation and the departments administrative and financial procedures including maintenance of appropriate records on the ICS system.  Attend and contribute to, the supervision process, attend in house and external training as required and be responsible for continued self-directed learning and professional development in the field of adoption. | | | |
| **Date Job Description prepared/updated: 03/02/2025** | | |  | |
| **Job Description prepared by: Katrina Williams Head of Service for Adoption Now** | | |  | |
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**Information for Social Workers**

**Criteria for appointment at Grade I (Senior Social Workers)**

(Grade I) experienced Social Workers (Senior Social Workers) are expected to demonstrate expert and effective practice in complex situations, assessing and managing high levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. They manage complex caseloads and offer expert opinion within the organisation and to others. They chair a range of meetings and offer expert support to case conferences or Looked After Children’s Review Meetings. They will model good practice, thus setting expectations for others, and support and mentor others with their practice.

Appointment to Grade I for Social Workers in Bolton will be made in cases where qualified and experienced Social Worker applicants provides documentary evidence that they have progressed through the ‘bar’ with a previous employer through a portfolio and evidence process, with their progression having been confirmed by a progression panel.

Progression to Grade I for existing Grade H Social Workers in Bolton will be achieved by successful completion of the Progression Pathway.

Should you have any queries relating to this information, please speak to the recruiting manager or the Departmental HR Team.

**Person Specification**

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| **Department** | | | **Childrens – Adoption Now Regional adoption agency** | | | |
| **Job Title** | | | **Adoption social worker** | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Ability to understand the role of a Regional Adoption Agency within a local authority setting. | | | | | Interview |
| 2. | Understanding of agency functions and responsibilities in relation to recruitment, assessment, training and support of adoptive families. | | | | | Application/Written exercise/ Interview |
| 3. | Knowledge of child development, child care legislation, policy and research in relation to adoption practice. | | | | | Application /Interview |
| 4. | Ability to assess children’s needs in relation to permanence, advise colleagues accordingly and undertake the appropriate searches in relation to family finding. | | | | | Written exercise/ Interview |
| 5. | Sound planning and organisational skills. Ability to manage and prioritise a caseload. | | | | | Interview |
| 6. | Excellent communication skills, verbally and in writing. Ability to write grammatically sound, analytical, and comprehensive reports for Panel, Courts and other forums. | | | | | Application /Interview/ Written exercise |
| 7. | Ability to reliably record work undertaken and retain on the appropriate ICS systems. | | | | | Application /Interview |
| 8. | Ability to work as part of a team. Ability to work with groups, develop and deliver training to adopters, colleagues and others. | | | | | Interview |
| 9 | Ability to conceptualise and relate theory to practice. | | | | | Interview |
| 10 | Ability to assess the support needs of adoptive children and families | | | | | Interview |
| 11 | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Professional social work qualification (CQSW / DipSW / CSS or equivalent.) and related work/placement experience. | | | Application / Interview | |
| 2. | | Knowledge of/experience in, child-care work, providing an understanding of the needs of Looked After Children, adopted children and their parents. | | | Application / Interview | |
| 3 | | Knowledge of/ experience in, recruitment, assessment, training and support of adopters and/or experience of family finding for children requiring permanence outside their birth family. | | | Application / Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | Applicant should be able to work flexibly to meet the needs of the service. Evening, weekend work and some occasional overnight stays should be expected in connection with this role. | | | Interview | |
| 4. | | Applicant will be required to work as part of the duty rota system | | | Interview | |
| 5. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Application Form /Interview | |
| 6. | | This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | | | Interview | |
| 7. | | This post has been designated an essential car user post. You must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. You will also need adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Interview | |
| 8. | | Must be registered with Social Work England | | | Application /Interview | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | |
| 1. | Qualified social worker with adoption experience. | | | | | Application / Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
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| **Date Person Specification prepared/updated 03/02/2025** |  |
| **Person Specification prepared by** |  |

**Katrina Williams Adoption Now Head of Service.**

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





