

Apprentice Social Worker

| Service | Reporting to | Location | Grade |
|---------------------|---|-------------|-------|
| Children's Services | Workforce learning and Development Practice Manager | Unity house | 3A |

About the role

- As an Apprentice Social Worker you will be expected to train and qualify as a Social Worker within 18 months of the date of registration for the qualification. Your first year, post qualification will be as an ASYE (Assessed and supported Year in Employment)
- As an Apprentice, under the supervision of your line manager you will undertake such duties as are required to successfully complete the BA (Hons) in Social Work Studies. These duties will also cover the practical training requirements for the professional qualification.
- You will contribute to providing a social work service offering advice, support and guidance to adults, carers, families and children in need. Working as part of a multi-agency team you will display a genuine commitment to the needs and welfare of vulnerable children and adults to ensure the best outcomes for them.
- You will attend as required meetings and reviews relating to service users and all regular supervision sessions as required by the Team Manager and Mentor / Supervisor.
- You will prepare and maintain case records and carry out administrative tasks delivering high quality work and taking pride in completing a task well, taking action to address errors and mistakes.
- You will ensure that all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
- You will establish and maintain personal and professional boundaries.

Key outcomes

- You will undertake education and training on the higher apprenticeship leading to the qualification of a PgDip in Social Work, including successful completion of all academic assignments and practice placements.
- You will carry responsibility for an appropriate caseload under the supervision of your manager, managing your time and work load effectively and demonstrating your ability to prioritise effectively under pressure, balancing competing demands.
- You will build effective relationships with children, young people, adults and families by regularly reviewing client / carer needs and provide appropriate interventions to ensure that all services contribute effectively to the overall care plan.
- You will work co-operatively with others by readily sharing ideas, information and knowledge, enabling full participation in assessment, planning, review and decision making.
- You will ensure that the safety and welfare of children, young people and vulnerable adults that you come into contact with during the course of your professional duties is paramount at all times, responding appropriately to signs of harm, abuse and neglect.
- As directed, if eligible, you will participate in a Duty Social Work Service following through to ensure that action is taken and issues resolved, keeping service users informed.

What we need from you

- You will have 12 months minimum experience of working (paid or voluntary) with children and young people.
- For the PgDip route all applicants must have an existing degree in any subject at least a grade 2.2 and be able to provide their certificate.
- Evidence of GCSE Maths and English Language (grade A*-C/9-4) or equivalent, certificates must be provided prior to application with the university.
- Overseas qualifications will be acceptable where there is clear evidence from UK ENIC that the qualification is an equivalent level and grade.
- Willingness to consent to an enhanced DBS check
- Willingness to participate in learning and training activities.
- Must demonstrate ability to travel across Salford and Greater Manchester area either through use of a vehicle insured for business use or using public transport.
- To model and demonstrate our values and behaviours. You will be aware of and apply the City Council's values, Pride, Passion, People, Personal Responsibility at all times.
- You will carry out your duties to the highest standard, with full regard to the City Council's and service's Policies, procedures, protocols and Code of Conduct.
- You will have gained previous experience in a Children and Families setting and be able to demonstrate an awareness of relevant legislation.
- You will have a good level of competency in basic computer skills including the use of Word, the internet and email having regard to the GDPR and associated policies.

- You should be aware of and work in accordance with the Social Work Standards of Proficiency for Social Workers and Standards of Conduct Performance and Ethics the Professional Capabilities Framework and the Knowledge and Skills Statements for Child and Family Practitioners. Registration with Social Work England will be required on qualification.
- You will demonstrate effective influencing skills and an ability to deal with conflict/confrontation by displaying confidence and reasonableness when advising on and discussing potential contentious issues.
- You will develop and maintain positive working relationships by showing consideration, concern and respect for other people's feelings, opinions and differing needs and viewpoints.
- You will co-operate and work well with other professionals in pursuit of goals by sharing information, acknowledging contribution and supporting others.
- You will display a methodical approach to a problem, making effective and timely decisions by seeking all possible relevant information, consulting appropriately, probing the facts and analysing information from different perspectives.
- You will actively promote equality by identifying potential for discrimination and challenging inequality in all circumstances. Through personal example, open commitment and clear action, you will ensure diversity is positively valued.
- You will undertake any other duties that may be assigned to you by the Director or relevant senior manager from time to time, that are commensurate with the grade of the post.

The details contained in this role profile, particularly the principal accountabilities, reflect the content of the job at the date the role profile was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this role profile from time to time and will consult with the post holder at the appropriate time.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

Tailored Development

By entering into the Apprenticeship Programme, you are agreeing to work within both the University policies and procedures and Salford City Council policies and procedures that are in effect at the time.

All successful apprentices are awarded a Pg Dip in Social Work from Manchester Metropolitan University, as well as a Level 7 apprenticeship qualification approved by Social Work England

Apprentices can apply to become a registered Social Worker on completion of the course.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

#HappytoTalkFlexible



Salford City Council