Role Description

Senior Social Worker - Adoption Team

Line manager: Adoption Team Manager
Direct reports: None

Role Description Statement

This document sets out the main purpose and key tasks of the role, the management reporting lines and the competency requirements for the role. The role description sets out PACT's expectations for the role and the post-holder. Regular discussions to support you in your role will take place together with your manager during your induction period, and after your probation period in your ongoing support and supervision meetings.

The Role

The Senior Social Worker's role is a pivotal one within the Adoption service and is key to ensuring PACT's professional practice continues to be delivered to a high standard.

You will manage the whole adoption process from initial information sharing meeting through to assessment, and then matching and placing children and providing generic post placement support.

Our adoption teams focus on assessing prospective adopters who can consider early permanence and/or adopting a wide range of children of all ages, sibling groups of two or more children, children from diverse ethnicities and children with physical or learning disabilities.

Key tasks

1	Take part in recruitment activities for prospective adopters for example information evenings, drop-in events
2	Undertake initial information sharing meetings
3	Help facilitate face to face and online training to adopters, including preparation training delivered to prospective adopters in stage 1
4	Undertake evidence based, 'home study' assessments (PARs) which provide an analysis of the skills adopters can offer and present these to the adoption panel
5	Support families throughout the matching process and create adoption support packages to meet individual needs, recognising diversity and working closely with the Family and Children Therapeutic Support (FACTS) service and the adoption support team

6	Produce good quality reports to court to support adoption applications
7	Undertake individual pieces of work on behalf of local authorities such as non-agency adoption assessments and access to birth records
8	Share practices with colleagues which benefit service users and PACT
9	Contribute to the development and evaluation of the service, including seeking user feedback and suggesting strategies for future practice
10	Maintain up to date case records on CHARMS database system and provide reports as required
11	Offer support and advocacy for prospective adopters and adoptive parents throughout their journey with sensitivity and empathy
12	Remain child focussed and ensure the voice of the child is heard
13	Positively represent PACT when working with statutory and other voluntary agencies and in court proceedings
14	Maintain up to date knowledge and skills relating to adoption legislation and practice and maintain good knowledge of PACT's services, ensuring this is upheld withing casework
15	Provide mentoring and coaching advice to Social Workers within the team to support others personal development

Other	
1	To safeguard and protect children, young people and vulnerable adults in accordance with PACT's policies and procedures at all times
2	To take on additional tasks related to this role as assigned by your manager
3	To take responsibility for, and be committed to, personal and professional development and keep up to date with law, regulation, guidance, standards, government policy and research relating to all aspects of the work
4	To demonstrate and uphold a commitment to promoting equality, diversity and inclusion in the workplace and throughout service delivery

Person specification

Essential competencies	
O	A degree in Social Work or equivalent
O	Registered with Social Work England (SWE)

O	A minimum of 3 years post qualification experience in childcare social work – including direct experience of adoption work (enabling the writing or commissioning of reports under the Adoption and Children Act 2002 and the Restriction on the Preparation of Adoption Reports Regulations 2005, ARR)
O	An understanding of child development and the impact on behaviour of interrupted development
O	Knowledge of working to UK legislation relating to work with children and families, adoption and permanence; including Children Act 1989, Adoption and Children Act 2002, Children Act 2004 and The Adoption Agency Regulations 2005
O	Can produce clear, comprehensive, detailed reports of a high standard to strict deadlines
O	Can maintain accurate up to date database records in accordance with PACT's recording policy
O	Excellent interpersonal and communication skills. Can engage effectively and build productive relationships at all levels across a range of internal colleagues, external stakeholders, and PACT's service users
O	Demonstrates an understanding, commitment and enthusiasm of PACT and can positively promote our work to others
O	Can work autonomously and as part of a team towards individual and shared goals and objectives
O	Delivers practice to high professional standards
O	Can think proactively, to evaluate services and suggest service developments to meet changing needs using effective listening skills
O	Can respond flexibly to the requirements of the post and the needs of service users. Plans and balances priorities and co-ordinates activities, managing a varied workload to deadlines
O	Proficient in use of Microsoft Office: Outlook, Word, Excel, database systems and virtual tools: Teams and Zoom
O	Can communicate effectively in written and spoken English
O	Demonstrates a commitment to promoting equality and diversity in the workplace and throughout service delivery
O	Holds full UK drivers license with access to own vehicle
O	Can coach and mentor other Social Worker colleagues within team

Desirable competencies	
O	Previous experience of completing adoption assessments and recruiting families for adoption, and/or family finding activity for children requiring permanence
O	Experience of facilitating training events and/or presentation delivery in social work or related fields
O	Practice Educator qualification or experience of mentoring or coaching colleagues

Additional information

All opportunities are based in the UK, and you must be eligible to live and work in the UK.

This is permanent part time role - 26 hours per week (over 3.5 or 4 days).

Working flexibly from our Reading office, from home and visiting families in Berkshire and the surrounding areas including West London. The expectation is that at least one day per week will be worked from our office in Reading.

Occasional evening and weekend working is required.

Please note:
This role requires travel to service user or office locations as required for the post and the post holder must hold a full UK driver's license and have access to own vehicle for travel.

Safeguarding Commitment

Safeguarding is at the heart of everything we do at PACT. We have robust measures and best practices in place to safeguard and protect the welfare of children, young people and vulnerable adults and we take pride in maintaining outstanding safeguarding standards.

We expect all employees, both current and prospective, to uphold and share this commitment and we value everyone's engagement and co-operation with our safeguarding processes to ensure that these are completed without delay.

Anyone joining our team is subject to PACT's safer recruitment pre-appointment enquiries. These enquiries include providing documentation to evidence the right to work in the UK, a Disclosure Barring Service (DBS) check, overseas police check (if applicable), references covering at least 5 years, a complete previous education and employment history timeline and the completion of mandatory safeguarding training.

The DBS check level required for this post is Enhanced and Barred.

Diversity Commitment

PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children, and families from many different backgrounds. We

continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve and applications from people from under-represented groups are particularly welcomed.

Learning and Development Commitment

PACT is committed to helping people to achieve their potential and flourish and, in doing so, enabling them to make a positive difference to the lives of the people we support. We recognise the importance of having the necessary knowledge, skills and qualities within PACT to enable us to meet our current and future business needs. Development needs might be at an individual, team or organisational level. All employees have equal access to learning and development opportunities, reflective of our commitment to equality, diversity and inclusion.

Role Description

Social Worker - Adoption Team

Line manager: Adoption Team Manager
Direct reports: None

Role Description Statement

This document sets out the main purpose and key tasks of the role, the management reporting lines and the competency requirements for the role. The role description sets out PACT's expectations for the role and the post-holder. Regular discussions to support you in your role will take place together with your manager during your induction period, and after your probation period in your ongoing support and supervision meetings.

The Role

The Social Worker's role is a pivotal one within the Adoption service and is key to ensuring PACT's professional practice continues to be delivered to a high standard.

You will manage the whole adoption process from initial information sharing meeting through to assessment, and then matching and placing children and providing generic post placement support.

Our adoption teams focus on assessing prospective adopters who can consider early permanence and/or adopting a wide range of children of all ages, sibling groups of two or more children, children from diverse ethnicities and children with physical or learning disabilities.

Key tasks

1	Take part in recruitment activities for prospective adopters - for example information evenings, drop-in events
2	Undertake initial information sharing meetings
3	Help facilitate face to face and online training to adopters, including preparation training delivered to prospective adopters in stage 1
4	Undertake evidence based, 'home study' assessments (PARs) which provide an analysis of the skills adopters can offer and present these to the adoption panel
5	Support families throughout the matching process and create adoption support packages to meet individual needs, recognising diversity and working closely with the Family and Children Therapeutic Support (FACTS) service and the adoption support team

6	Produce good quality reports to court to support adoption applications
7	Undertake individual pieces of work on behalf of local authorities such as non-agency adoption assessments and access to birth records
8	Share practices with colleagues which benefit service users and PACT
9	Contribute to the development and evaluation of the service, including seeking user feedback and suggesting strategies for future practice
10	Maintain up to date case records on CHARMS database system and provide reports as required
11	Offer support and advocacy for prospective adopters and adoptive parents throughout their journey with sensitivity and empathy
12	Remain child focussed and ensure the voice of the child is heard
13	Positively represent PACT when working with statutory and other voluntary agencies and in court proceedings
14	Maintain up to date knowledge and skills relating to adoption legislation and practice and maintain good knowledge of PACT's services, ensuring this is upheld within casework

Other	
1	To safeguard and protect children, young people and vulnerable adults in accordance with PACT's policies and procedures at all times
2	To take on additional tasks related to this role as assigned by your manager
3	To take responsibility for, and be committed to, personal and professional development and keep up to date with law, regulation, guidance, standards, government policy and research relating to all aspects of the work
4	To demonstrate and uphold a commitment to promoting equality, diversity and inclusion in the workplace and throughout service delivery

Person specification

Essential competencies	
O	A degree in Social Work or equivalent
O	Registered with Social Work England (SWE)
O	A minimum of 2 years post qualification experience in childcare social work

O	An understanding of child development and the impact on behaviour of interrupted development
O	Knowledge of working to UK legislation relating to work with children and families, adoption and permanence; including Children Act 1989, Adoption and Children Act 2002, Children Act 2004 and The Adoption Agency Regulations 2005
O	Can produce clear, comprehensive, detailed reports of a high standard to strict deadlines
O	Can maintain accurate up to date database records in accordance with PACT's recording policy
O	Excellent interpersonal and communication skills. Can engage effectively and build productive relationships at all levels across a range of internal colleagues, external stakeholders, and PACT's service users
O	Demonstrates an understanding, commitment and enthusiasm of PACT and can positively promote our work to others
O	Can work autonomously and as part of a team, working towards individual and shared goals and objectives
O	Delivers practice to high professional standards
O	Can think proactively, to evaluate services and suggest service developments to meet changing needs using effective listening skills
O	Can respond flexibly to the requirements of the post and the needs of service users. Plans and balances priorities and co-ordinates activities, managing a varied workload to deadlines
O	Proficient in use of Microsoft Office: Outlook, Word, Excel, database systems and virtual tools: Teams and Zoom
O	Can communicate effectively in written and spoken English
O	Demonstrates a commitment to promoting equality and diversity in the workplace and throughout service delivery
O	Holds full UK drivers license with access to own vehicle

Desirable competencies	
O	Previous experience of completing adoption assessments and recruiting families for adoption, and/or family finding activity for children requiring permanence
O	Experience of facilitating training events and/or presentation delivery in social work or related fields

Additional information

All opportunities are based in the UK, and you must be eligible to live and work in the UK.

This is permanent part time role - 26 hours per week (over 3.5 or 4 days).

Working flexibly from our Reading office, from home and visiting families in Berkshire and the surrounding areas including West London. The expectation is that at least one day per week will be worked from our office in Reading.

Occasional evening and weekend working is required.

Please note:
This role requires travel to service user or office locations as required for the post and the post holder must hold a full UK driver's license and have access to own vehicle for travel.

Safeguarding Commitment

Safeguarding is at the heart of everything we do at PACT. We have robust measures and best practices in place to safeguard and protect the welfare of children, young people and vulnerable adults and we take pride in maintaining outstanding safeguarding standards.

We expect all employees, both current and prospective, to uphold and share this commitment and we value everyone's engagement and co-operation with our safeguarding processes to ensure that these are completed without delay.

Anyone joining our team is subject to PACT's safer recruitment pre-appointment enquiries. These enquiries include providing documentation to evidence the right to work in the UK, a Disclosure Barring Service (DBS) check, overseas police check (if applicable), references covering at least 5 years, a complete previous education and employment history timeline and the completion of mandatory safeguarding training.

The DBS check level required for this post is Enhanced and Barred.

Diversity Commitment

PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children, and families from many different backgrounds. We continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve and applications from people from under-represented groups are particularly welcomed.

Learning and Development Commitment

PACT is committed to helping people to achieve their potential and flourish and, in doing so, enabling them to make a positive difference to the lives of the people we support. We recognise the importance of having the necessary knowledge, skills and qualities within PACT to enable us to meet our current and future business needs. Development needs might be at an individual, team or organisational level. All employees have equal access to learning and development opportunities, reflective of our commitment to equality, diversity and inclusion.