

Modern Apprentice – Social Work Assistant

Reference No:	A4363		
Service:	Communities		
Job Family:	Social Services / Social Work / Social Care	Grade:	FC6 50% Year 1 80% Year 2

Purpose:

Learning and developing the skills for partnership working to deliver high quality service to our service users through robust assessment and case management processes.

The apprentice will work under supervision to build and develop skills in supporting the delivery of programmes with care experienced young people.

The duration of the apprenticeship will be 2 years, during this period, the apprentice will undertake training towards the Social Services (Children & Young People) SVQ Level 3 (SCQF Level 7).

To work alongside other members of the social work service to promote and deliver programmes with young people who leave care.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Learning how to co-ordinate and manage cases effectively using case recording and management systems.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Educated to SCQF Level 5, including 3 Standard Grades at credit level, Intermediate 2s or

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Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	National 5s, including Maths and English.		
Supporting the delivery of group work with vulnerable groups.	Problem solving skills	✓	
Understanding and learning about assessments of need and risks.	Reading and writing skills	✓	
Contributing to development plans which reduce levels of risk to service users and others and learning about management of risk.			
Supporting to plan and deliver group sessions.	Experience of participating in groups or working in groups		✓
Learning and contributing to care plans, safety plans, and action plans.			
Supporting work with care experienced young people	Knowledge or experience of care system		✓
Learning how the importance of working in collaboration with partner agencies e.g. Health, education, police and housing and voluntary sector agencies.	Communication skills	✓	
Learning how to improve the outcomes for service users by applying knowledge, judgement and appropriate quality control procedures.	Innovative and developmental approach		✓
Learning all other duties as required for the role. Duties will be in line with the grade.	Ability to manage, monitor and review own performance	✓	
Promoting the interests of service users and carers in terms of rights, opportunities, culture and diversity.	Ability to prioritise workload and be innovative in practice	✓	
Learn about health and safety and implement in practice	Awareness of health and safety	✓	
Use of social work systems	Ability to maintain confidentiality	✓	
Learning and being responsible for the effective application of the electronic client information system by updating and ensuring the accuracy of all relevant client records.	IT skills	✓	
Supporting and sign posting care experienced young people to access services in the local area.	Knowledge of the local area		✓

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.

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