Job Title: Social Work Assistant QA and Development Team

Reference No.	A4968	Type	Individual
Service	Education and Children's Services		
Job Family		Grade	FC6

Purpose

To support the Quality Assurance functions of the Children and Family Social Work Service. To also support the work of the Corporate Parent Board to hear the voices of care experienced children and young people through a variety of means.

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
Support quality assurance and development activity in line with the Service Improvement Plan.	Educated to SCQF level 6, which includes Highers or SVQ level 3 or equivalent, in Social Care	✓	
	Considerable experience of working in a relevant setting	✓	
	Significant knowledge base in relation to care experienced children and young people		✓
	Knowledge of professional practice models and standards		✓

E = Essential Criteria   D = Desirable Criteria

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
Undertaking high-quality audit and improvement activities within the service	Analytical skills	✓	
	Problem solving skills	✓	
	Report writing skills	✓	
	IT skills	✓	
Planning, co-ordinating and running forums for young people.	Project management skills	✓	
	Group work management skills	✓	
	Organisation skills	✓	
Developing and implementing new ways of consulting with care experienced children and young people and encouraging their participation in key activities.	Self-motivated (Take ownership)	✓	
	Experience of working in a child centred manner	✓	
	Experience of working in an outcomes focussed manner	✓	
Communicating and liaising with children and young people's carers, parents, social workers and other key staff, both written and verbal.	Ability to communicate with a wide range of people in a range of formats, both in writing and verbally.	✓	
	Presentation skills	✓	
	IT skills	✓	

E = Essential Criteria   D = Desirable Criteria

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
Working with Corporate Parenting Board members on specific projects as required - developing project specifications, liaison, communication, meetings, running the projects, preparing reports and feedback	Partnership working skills	✓	
Promoting the interests of service users and carers in terms of rights, opportunities, culture and diversity.	Experience of engaging with others from a range of backgrounds	✓	
Managing confidential information responsibly ensuring safety of individuals and that risk is managed properly including child protection.	Knowledge of information sharing principles and legal standards	✓	
Working directly with children and young people to build soft skills such as confidence, resilience, assertiveness, presentation skills, communication skills.	Experience of working with children and young people in group settings and individually	✓	
Managing challenging behaviour in a group or one to one setting to ensure safety. Following up incidents or concerns verbally and in writing to carers/social workers and other professionals	Conflict management skills	✓	
Planning, organising and running activity-based sessions with children and young people to the required Council standards, e.g. outdoor based team building.	Organisational skills Planning skills	✓ ✓	
Undertaking risk assessments re activities in line with council standards.	Knowledge of risks presented by care experienced children and young people	✓	
Costing activities and managing finance for group, individuals and events, notifying manager of any proposals for spend to ensure this is properly authorised as well as having general knowledge of available budgets.			

E = Essential Criteria   D = Desirable Criteria

		E	
Networking with a range of organisations and services to be aware of the national picture re participation/consultation to ensure work undertaken is current and relevant.			
Networking with services and organisations on a local level to be aware of local opportunities where children and young people can be encouraged and supported to participate.	Knowledge and understanding of social work/community education principles and values	✓	
Ensuring knowledge and skills base is kept up to date and relevant through reading, research and attending training.		✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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
Job Title (Specialists Tasks)			

E = Essential Criteria   D = Desirable Criteria

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.

E = Essential Criteria   D = Desirable Criteria