

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Children's Practitioner	
Salary Grade:	£30,151- £36,298 per annum	Grade: 09 /10
Hours:	37 hours / week	
Team:	Family Solutions Plus (FSP)	
Service Area:	Children's Services	
Primary Location:	Multiple- County Wide <i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i>	
Budget responsibility:	None	
Responsible to:	Team Manager, Assistant Team Manager	
Responsible for:	No supervisory responsibilities	

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

To provide a professional service to a caseload of children, young people and families appropriate to experience and capabilities, ensuring their views are heard.

To ensure the highest of professional standards and good overall knowledge of interventions and practice in line with the values and principles of FSP.

To ensure provision of good quality services which integrate government and local guidance and initiatives including, Children Acts 1989 & 2004, Working Together, local Child Protection and Looked After Children procedures, and the DoH assessment framework.



Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

- To provide an efficient and effective service to children, young people and their families, ensuring that the needs of the children and their parents/carers are professionally supported, and that relevant interventions are provided where needed, in a timely way.
- To work with families using the FSP Workbook modules, and a strengths-based approach.
- To prepare and submit written reports as and when required
- To attend reviews and core groups presenting interventions undertaken clearly, with professionalism and integrity.
- To ensure the social worker is kept fully apprised of significant information about allocated families arising, seeking advice as and when necessary.
- To attend group supervision when required and to ensure that relevant updates are provided before each group supervision session.
- To attend individual supervision when required and to engage in professional development as agreed with the line manager
- To use ICT to maintain accurate case records, and to be able to record activity in line with key performance management data.
- To practice according to the Council's policies and procedures
- To be familiar with and committed to equal opportunities and anti-discriminatory and anti-oppressive practice and the Council Policy and Plan and to implement this in all aspects of working practice and promote it in the team, workplace, and wider organisation.
- To proactively liaise with and work in partnership other agencies and organisations, parents, and carers.
- To ensure that the child's voice is considered in all casework and included in all assessments and plans.
- To promote the involvement of young service users and families in meetings about them, and where possible, in-service development
- Comply with OCC health and safety policies, procedures, and rules, taking reasonable care of self and others.

Health and Safety

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do



- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications, and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria

Assessed By:

• Relevant experience of working with children and/or young people and/or families.	A,T,I,D
• Evidence of ongoing training and development.	A,I,D
• An understanding of the impact of abuse, social deprivation and disadvantage on children, young people and their families.	A,T,I,D
• Knowledge and understanding of the application of safeguarding principles.	A,T,I,D
• Mediation/negotiation skills	I, A, D
• Knowledge and understanding of relevant theoretical frameworks (e.g. restorative practice, Family Safeguarding, child development etc	A,T,I,D
• Knowledge of Child Protection/Children in Need and Common Assessment Framework/Team Around a Family processes.	A,T,I,D
• Ability to case-hold and within this assess, create and record outcome driven plans for children and young people.	A,T,I,D
• Ability to proactively create, maintain and promote a strong network of connections and effective working with children, their families / carers, other professionals and agencies.	A,T,I,D
• Excellent analytical and planning skills with the ability to contribute to decisions.	A,T,I,D
• Ability to use IT systems.	A,T,I,D
• Skills in co-working	A,T,I,D
• Ability to safely transport children and families to venues across the county.	A,T,I,D
• Experience of dealing effectively with difficult inter-personal and crisis situations.	A,T,I,D
• Ability to work in an inclusive/ non-discriminatory manner.	A,T,I,D



<ul style="list-style-type: none"> Resilience to deal with challenging work and seek appropriate support from line manager. 	A,T,I,D
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Desirable Criteria

Assessed By:

<ul style="list-style-type: none"> Skills in delivery of group work. 	A,T,I,D
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Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre-employment checks specific to this role include:

<input checked="" type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.	
The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)



<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Employees (Non-managers) Working in the community

Health and Safety Roles and Responsibilities

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture.
- Undertake necessary health and safety training.
- Ensure you are familiar and comply with the Council's health and safety policies and procedures.
- Ensure risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services.
- Follow all appropriate safety instructions and use safety equipment provided
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.
- Ensure reasonable precautions are taken to ensure your own safety when travelling alone or visiting service users at home.
- Check for and risk assess any known and potential hazards before visiting new service users and premises.



- Ensure you leave details of visits and timescales when working away from your office base.
- Ensure that, when not returning to the office from a visit you arrange to confirm the conclusion of that visit with a member of the team or other designated contact.
- Support your line manager in the delivery of good health and safety practice and the minimising of risks.
- Ensure you draw to managers attention health and safety problems or deficiencies you encounter in your work.
- Ensure safety events (accidents, incidents, and near misses) are reported with a view to preventing a recurrence.

