

Job Description

Position Details

Position:	Social Worker - Families First
Directorate:	Children's Services
Service:	Social Services
Position no:	BG14721
Grade:	Grade 8
Hours of work:	37
Work style:	Agile Worker
DBS required:	Enhanced Disclosure with Child and Adult Barred List
Contact:	Cari Rofer
Date:	August 2025

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Team Manager/Service Manager

Responsible for: Providing an enhanced level of social work skills within the families' first service, to develop and maintain standards of practice.

Contributing to the development and provision of the families first provision, in accordance with Welsh government guidance, legislation, and departmental policies & procedures.

Developing the role by working within small locality areas, to work with secondary and primary schools, social services and local partners, to improve children's and young people's lives by overcoming barriers to learning.

Principal Accountabilities

1. To provide social work assessment and care management in line with the policy and procedure of the Authority
2. To effectively manage a caseload
3. To assist and empower service users to develop their potential for independence and enable them to exercise choices wherever possible
4. To ensure the implementation of agreed plans, monitor progress and coordinate the process of reviews that involve service users, carers and associated professional and partner agencies.

5. To write clear and concise reports for a variety of audiences, when required to do so
6. To act as an advocate in pursuit of the service users' best interests, including educator to professional colleagues and the community at large, the needs and rights of the service user.
7. As required, to provide or access information or refer appropriately to alternative agencies in matters which require specialist or specific advice, e.g. Welfare rights, legal rights
8. To represent Families First perspective in multi-disciplinary settings etc.
9. To undertake supervision, personal/professional development and training as required, and in accordance with relevant National/ Local and Departmental policies.
10. To comply with all relevant County Borough Policies
11. To undertake any additional duties that are appropriate to the role of Social Worker, as required by management
12. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
13. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
14. To be the initial point of contact for schools to access additional bespoke services needed to support individual pupils and families improved school attendance and wellbeing.
15. Build and encourage a shared social care perspective within educational establishments
16. Direct social work with vulnerable children and families identified within educational settings – building on, and creating additionality to the services already provided by the Prevention Service and Families First as well as other community-based provisions
17. Where appropriate, as lead professional, co-ordinate a range of agencies and interventions for the child/young person and family
18. Contribute to and advise on plans to help students and their families cope with personal and psychological issues that affect school performance, behaviour and socialization.
19. Ensure safeguarding is at the heart of multi-agency services to children and families
20. Within educational settings, advise on 'best practice' methods of addressing specific problems, and with partners and other professionals, continually keep abreast and utilise best practice
21. Contribute to the maintenance of records and reports to track student problems and progress, and to recognize patterns in behaviour
22. And importantly, support and contribute to improving educational outcomes by working with colleagues and partners to shared common objectives

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
CQSW: Diploma or BA honours in Social Work	Essential	A
Registered with the Care Council for Wales	Essential	A
Experience		
Social Work experience in Children or Adults services including placements.	Essential	A;I
An understanding of engaging with children, young people and their families within social care and / or education establishments.	Essential	A;I
Knowledge / Skills		
Knowledge of current legislation, guidance, regulations and standards	Essential	A;I
Knowledge and understanding of research, legislation and good practice	Essential	A;I
Good written and verbal communication skills with the ability to write reports	Essential	A;I
Ability to work as part of a team and in partnership with other agencies	Essential	A;I
I.T literate	Essential	A;I
Well-developed negotiating skills	Essential	A;I
Effective problem solving skills	Essential	A;I
Ability to analyse and evaluate information and to apply criteria to make prioritised judgements	Essential	A;I
Knowledge of anti-discriminatory practice and equal opportunities.	Essential	A;I
An understanding of school settings and roles of key staff	Essential	A;I
Personal Attributes		
Special Working Conditions / Requirements		
Current driving license, ability to travel as required and access to a car for work purposes.	Essential	A

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	A

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Leading People	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Sets the standard of leadership for the service	PP
Provides clear direction and goals for the service	PP
Takes direct responsibility and is accountable for actions	PP
Ensures the principles of equality and diversity are embedded in the service	PP
Recognises and celebrates others' contributions & achievements	PP
Challenges inappropriate behaviour	PP

Competencies – Communicating the Vision	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Translates the vision into operational objectives	PP
Develops long term objectives and strategies for own service area to achieve the vision	PP
Proactively promotes the vision to others	PP
Ensures others understand how their role contributes to achieving the vision	PP
Competencies – Facilitating High Performance and Results	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is committed to continually improving performance of self and others	PP
Sets ambitious performance targets and priorities for self and others	PP
Gives regular, constructive feedback on team/individual performance	PP
Motivates others to achieve and improve performance	PP
Recognises and celebrates success	PP
Challenges poor performance appropriately	PP
Seeks learning opportunities from results	PP

Competencies – Maximising Potential	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Encourages and develops personal accountability in others	PP
Encourages others to think for themselves	PP
Promotes risk-taking and supports appropriately	PP
Develops the skills, experience, and ambition of others at all levels to enhance flexibility of services	PP
Promotes development in self and others	PP
Supports and trains others in own areas of expertise	PP
Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP
Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP
Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

To find out more about working for Blaenau Gwent County Borough Council, visit www.blaenau-gwent.gov.uk