

Job Description

Position Details

Position:	Adoption Social Worker – SEWAS
Directorate:	Children's Services
Service:	South East Wales Adoption Service
Position no:	BG03485
Grade:	8
Hours of work:	37
Work style:	Agile Worker
DBS required:	Enhanced Disclosure with Child and Adult Barred List
Contact:	Helen Praitto
Date:	13.10.2025

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

Responsible for: Providing a service to all persons affected by adoption including prospective adopters, children who may be adopted, birth families, adoptive families and adopted adults. Contributing to the development and provision of the adoption service, in accordance with adoption legislation, regulations, guidance, national standards and departmental policies.

Principal Accountabilities

1. To be flexible and undertake, as requested, a range of adoption work including:
 - Recruiting, assessing and preparing adoptive parents.
 - Facilitating training for adoptive parents
 - Presenting assessment reports of prospective adopters to adoption panel.
 - Facilitate Understanding the Child Days (information sharing days) in a multi-agency forum
 - Working together with a child's social worker where adoption is identified as part of the plan, ensuring that permanency is achieved in a timely manner.
 - Arranging the matching and placing of children with adoptive families.
 - Preparing clear, concise and relevant reports for a variety of audiences including court and attending relevant meetings as necessary to present those reports.
 - Assessing need and developing and delivering a range of adoption support services for all those whose lives are affected by adoption.
 - Complete preparation work for children moving to adoption

- Complete direct with children in the early days of adoption placement
 - Contribute to a best practice approach to transitions for all children placed for adoption
 - Contribute to the completion and implementation of a best practice guide framework and approach to contact for adopted children with siblings and birth family
 - Contribute to development and implementation of services to adopted young people
 - Providing counselling and support to birth relatives through the adoption process
 - Access summarising and sharing information for adopted adults
 - Facilitate support groups for all those affected by adoption
 - Facilitating the exchange of post adoption letterbox contact
 - Attend recruitment events across the SEWAS local authority areas.
2. To contribute to the development and implementation of training programmes, group work, support groups and events.
 3. To participate in supervision and to take responsibility for your own continuing professional development.
 4. To effectively manage a caseload and maintain accurate up to date case recording and other records of work in compliance with departmental policy and legislation.
 5. To communicate effectively and establish and maintain effective working relationships with service users, colleagues and other professionals/agencies.
 6. To work effectively as part of a team and contribute to the development of the service including participating in team and service meetings, working groups and departmental and inter agency meetings as necessary.
 7. To comply with SEWSCB and departmental safeguarding procedures and practices.
 8. To work in accordance with all corporate policies and procedures
 9. To ensure commitment to anti-discriminatory practice, respecting the rights and beliefs of individuals.
 10. To respond to situations that require immediate action as directed by your Team Manager or Senior Practitioner.
 11. To undertake any duties appropriate to the grade and role, as directed by the Director of Social Services.

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		
Diploma in social work or equivalent	Essential	A
Post-Qualifying Award	Desirable	A
Registered as a Social Worker with Social Care Wales	Essential	A
Post qualifying experience in child care social work and experience of adoption work.	Desirable	A
Experience / Knowledge / Skills		
Knowledge of current legislation and other statutory instruments in relation to Children's Services.	Essential	I
Knowledge and understanding of current research and good practice in childcare, adoption and permanency including child development and attachment issues and the needs of children who have been impacted by trauma.	Essential	I
Ability to maintain accurate records in accordance with Directorate Policy.	Essential	A
Ability to work to time scales	Essential	A
Knowledge and understanding of safeguarding children practices and procedures	Essential	A
Ability to undertake assessments and develop packages of support.	Essential	I
Excellent communication and report writing skills for a variety of audiences	Essential	A
To promote anti discriminatory practice.	Essential	A
A commitment to continuing professional development.	Essential	A
Understanding confidentiality	Essential	A
I.T. literate	Essential	A
Knowledge of therapeutic parenting	Desirable	I

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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.	Application Interview Probationary Period
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)	
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).	

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 – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	I
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	I
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	I
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	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	I
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	I

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