



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Social Worker - Families First
Grade:	GSO1/GPO1
Directorate:	Children & Families
Responsible to:	Team Manager - RAIS

Purpose of the Job:

To provide high-quality social work services to children who are in need, in need of protection, or looked after by the Local Authority, and to their families, in accordance with statutory duties, national guidance, and Council policies and procedures

The postholder will manage a children and families caseload of varying levels of complexity, risk and uncertainty appropriate to a social worker with a minimum of two year's frontline experience. This will include undertaking statutory assessments, direct work with children and families and delivering interventions that safeguard children from harm and improve outcomes.

The role operates within an integrated Front Door Service alongside Early Help, wider partner agencies, Child In Need, Child Protection or Children Looked After by the Local Authority. The role will involve working collaboratively with children, young people, families and carers to assess needs, plan and deliver timely and proportionate services that support children to achieve positive outcomes.

Main Responsibilities:

1. Carry a caseload of children and families cases, managing work of increasing complexity, risk and challenge ensuring statutory responsibilities are met in line with the Children Act 1989 and subsequent legislation.
2. Participate in the contact and referral duty system, including three-weekly duty where applicable, and provide specialist duty cover as required. This includes supporting and advising members of the public, screening and responding to referrals and working closely with Early Help Front Door colleagues to identify the most appropriate support at the right time.
3. Undertake timely and proportionate statutory assessments in accordance with regulatory and operational standards, policies, and procedures, with a clear focus on safeguarding and assessing risk to children and young people.



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- 4.** To carry a mixed caseload of Single Assessments, Child In Need, Child Protection and Children Looked After as required.
- 5.** Prepare, implement and review Child in Need, Child Protection and Children Looked After plans including holding short-term Child in Need plans following assessment and managing cases through to Initial Child Protection Conference where agreed.
- 6.** Prepare high-quality reports and records, including assessments and reports for case conferences, core groups, meetings, court proceedings or other statutory.
- 7.** To prepare reports for case conferences, meetings, courts or other purposes as and service requirements, clearly evidencing professional analysis and judgement.
- 8.** Work in partnership with children, young people, families, and carers, building effective relationships to elicit their views and promote meaningful participation in assessment, planning, and decision-making.
- 9.** Deliver practice that is culturally responsive and inclusive, taking full account of children's and families' cultural, racial, linguistic, and religious backgrounds when providing services.
- 10.** Plan, implement, and review a range of interventions and direct work with children and families aimed at promoting safety, positive change, independence, and improved outcomes.
- 11.** Work closely with partner agencies and professionals to identify, assess, and respond to the needs of children and families, contributing to effective multi-agency working and service development.
- 12.** Take responsibility for efficient and effective caseload management, prioritising work appropriately and ensuring statutory timescales and service expectations are met.
- 13.** Maintain accurate, comprehensive, and up-to-date records, stored safely and confidentially in accordance with departmental procedures and Council policies.
- 14.** Keep up to date with relevant research, legislation, national guidance, and best practice related to safeguarding and family support services, applying learning to practice.



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- 15.** Attend and actively participate in team meetings, supervision, training, and development activities, contributing to team effectiveness and continuous service improvement.
- 16.** Meet the requirements of the Professional Capabilities Framework and maintain registration with Social Work England, complying with professional standards, conduct, and continuing professional development requirements.
- 17.** To attend and actively participate in team meetings, supervision and team development activities.
- 18.** To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- 19.** Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
- 20.** This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Qualified with DIPSW/BASW/CQSW	D
Registered with Social Work England	D
Desirable	Method of Assessment *
Post qualifying training	D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Evidence of practical application of social work skills in family support.	A/I
Working with the National Assessment Framework to plan and review outcomes for children and young people.	A/I
Child-care legislation (1989 Children Act, 2004 Children and Adoption Acts).	A/I
The issues that affect parenting capacity and the impact of deprivation on child development.	A/I
The legal processes and organisation for working in care proceedings.	A/I
The provision of services in a rural local authority.	A/I
Desirable	Method of Assessment *
The processes involved in placing children for adoption.	A/I



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SKILLS

Essential	Method of Assessment *
Court work, child-protection work and providing complex care plans to assistant children and young people in need.	A/I
The management of risk and assessment of children's needs for protection from significant harm.	A/I
Enthusiasm and commitment to developing services in this area with agency partners.	A/I
A commitment to ensuring children and young people's participation in service planning and delivery	A/I
I.T. Literate	A/I

Desirable	Method of Assessment *

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I
Able to work flexibly across teams and to embrace learning opportunities.	A/I



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* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

To be confirmed.

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
01.11.2011		Helen Bannister – Head of Service Vulnerable Children and Customer Care
April 2026	Updated wording	Darrell Griffin, Service Manager – Supporting Families