**Job Description: Education Social Worker**

**The Role**

Attend all multi-agency meetings, reporting back to relevant SLT members. Be the gatekeeper of information relating to Looked After Children (LAC), vulnerable students, and students with any outside agency support. Conduct home visits as and when requested.

**Key Responsibilities**

**Play a key role in safeguarding**

* Act as Deputy Safeguarding Lead
* Contribute to and advise on plans to help students and their families cope with personal and psychological issues that affect school performance, behaviour and socialisation
* Provide advice and guidance to unqualified staff working with vulnerable children and families
* Ensure safeguarding is at the heart of multi-agency services to children and families
* Provide information of outside support services or agencies to help students/families deal with economic, emotional or social challenges
* Contribute to the maintenance of records and reports to track student problems and progress and recognise patterns in behaviour
* Support and contribute to improving educational outcomes by working with colleagues and partners towards shared common objectives.
* Engage and empower children, young people and families and their support networks and actively elicit their feedback to ensure person-centred/family-centred interventions
* Contribute to or coordinate the construction of outcome-focused intervention plans which are informed by best practice, guidance and an understanding of the organisational context
* Provide written and verbal reports as required and assist in assessing and monitoring the implementation of plans and outcomes for service users.

**Liaise with external partners**

* Be the initial point of contact to access additional services needed to support individual students’ and families’ improved school attendance and wellbeing
* Be a standing member of the local Team around the Child (TAC) panels
* Build close links with social services and be involved in decisions about eligibility for social work services. Challenge decisions made by the MASH (Multi-Agency Safeguarding Hub) team
* Where appropriate as lead professional, coordinate a range of agencies and interventions for the child/young person and family
* Work in partnership with other professionals to provide appropriate and effective services for service users and carers.

**Other**

* Regular meetings with school staff to update and advise where appropriate
* Complete requisite administrative tasks in an efficient and effective manner
* Act appropriately upon receiving referrals
* Carry out assessments as appropriate, within timescales
* Assist colleagues in the development of best practice
* Provide a quality standard of report and maintain accurate case recording using the appropriate software as required
* Participate in and contribute to team development initiatives
* Be an effective role model for other members of staff
* Be committed to personal development and attend training as requested, including any mandatory training identified for this post.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Person Specification: Education Social Worker**

**Qualification Criteria**

* Right to work in UK
* Qualified Social Worker (CSS; CQSW, Diploma in SW; SWD or equivalent)

**Experience**

* Awareness of recent legislation
* An understanding of engaging with children, young people and families within social care and/or educational establishments
* To have an understanding and knowledge of ‘best’ and ‘effective practice’
* An understanding of school settings and roles of key staff.

**Personal Characteristics**

* Effective communication skills – verbal and written – with colleagues, other agencies and service users administrative and organisational skills
* Experience of direct work with children, young people and families in schools
* Experience of chairing multi-agency meetings
* Excellent ICT skills including use of Management Information Systems, Word, Excel, PowerPoint
* Ability to role model and market new ideas and different practice and gently challenge thinking
* Be committed to preventative working with families
* Believe that children, young people and families can change and emotional wellbeing and resilience can be increased
* To show commitment and enthusiasm towards achieving positive outcomes for students and families
* To be committed to anti-discriminatory behaviour
* To be committed to putting the service user at the heart of intervention planning
* To support and contribute towards improving educational outcomes by working with partners and colleagues to shared common objectives
* To be able to work on own initiative, as well as a member of a team
* Excellent inter-personal skills with the ability to work as part of a team
* Playing a full part in the life of the academy community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example
* Actively promoting academy policies and procedures
* Compliance with the academy’s Health & Safety policy
* Adhering to the School’s Safeguarding Policy.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  To meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*