|  |  |
| --- | --- |
| Stockton-on-Tees Borough Council | JOB DESCRIPTION |
| **Directorate: Children’s Services**  | Service Area: Adoption Tees Valley  |
| **JOB TITLE: Sessional Assessors (casual)** |
| **GRADE: K** |
| **REPORTING TO: Team Manager, Recruitment**  |
| **1.** | **JOB SUMMARY: To undertake assessments of prospective adoptive parents in accordance with ATV policy and procedure. To complete the Prospective Adopter Report, and present to the Adoption Panel.**  |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** |
|  | 1. | Being available to undertake Stage 2 assessment(s) of prospective adopters, when asked by ATV.  |
|  | 2. | An initial meeting with the Recruitment Manager, or one of the other experienced managers within ATV, to establish the plan for the assessment, including full understanding of all checks and references information already obtained in Stage 1.  |
|  | 3. | Meeting with prospective adopters and establishing a professional, but friendly working relationship, in line with the values and expectations of the agency.  |
|  | 4. | Setting out a plan for the assessment with prospective adopters, which will include referee visits, visits to children in the family, and any adult children.  |
|  | 5. | Undertaking the assessment as per the Adoption Agencies Regulations 2005, and Statutory Guidance for Adoption 2015.  |
|  | 6 | Meeting with the supervisor of the assessment at least twice during the assessment period.  |
|  | 7 | Meeting with the supervisor of the assessment at least twice during the assessment period.  |
|  | 8 | Writing the PAR, in agreed timescales, and providing this for quality checks and to panel, for the planned date.  |
|  | 9 | Support to the prospective adopters, during the process.  |
|  | 10 | Maintaining regular contact with ATV around any feedback from preparation groups, and resolution of issues, or other matters which may arise, which may include consideration of potential children for linking.  |
|  | 11 | Presentation of the PAR to panel, and support to adopters to attend panel.  |
|  | 12 | Handover of the family, following approval, to the allocated family finder.  |
|  | 13 | Assessors must be qualified social works with a recognised social work qualification; registered with Social Work England, and have worked for 3 years post qualification, in a childcare setting, which involves care planning for children who are in our care.  |
|  | 14 | Assessors must be capable of performing this role competently, and practice effectively, while exercising quality judgements, in relation to the capacity of prospective adopters, to meet the future needs of an adopted child, who may have experienced abuse or neglect.  |
|  | 15 | Assessors must be competent in use of IT.  |
|  | 16 | Assessors must have access to a car and be willing and able to drive to prospective adopters’ homes, for which a mileage payment will be payable.  |
|  | 17 | PaymentAn hourly sessional rate for the assessment, write up, attendance at panel, and handover to the follow up social worker, is payable. An hourly rate is payable for any assessment which doesn’t continue and for which ATV agree that the assessment should be withdrawn.The role is inside of IR35  |
| **3.** | **GENERAL** |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council. |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.**Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.**Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.**Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.**Safeguarding –** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.  |
|  | Name: | Signature: | Date |
| Job Description written by: (Manager) | Vicky Davidson Boyd – Service Manager  |  | 1.11.20  |
| Job Description agreed by: (Post holder) | ….................………… | ….................……… | …............... |

**Job Description dated 1.11.20**



**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| Job Title/Grade | **Casual Sessional Assessor – Adoption**  | K |
| Directorate / Service Area | **Children’s Services**  |  |
| Post Ref:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications  | DipSW, CQSW or equivalentA “Prescribed Person” as described under Section 94(1) of the Adoption and Children Act 2002. |  | Application form |
| Experience | Proven post qualification experience in working within Children and Families Services. Working at a high level and being case holder for cases involving children in need, safeguarding and children looked after.Being responsible for cases where the agency has decided that the child should be placed for adoption **or** being responsible for preparing a suitability to adopt report.Recent experience of direct work with Children Looked After. | Recent experience of supervising and working with foster carers and adopters. | Application / Interview |
| Knowledge & Skills | Working knowledge of the Children Act 1989, Adoption and Children Act 2005, Fostering and Adoption service regulations.General knowledge of the key issues associated with the placement of childrenKnowledge of how Social Care fits with other key agencies involved in work with children.General knowledge of the provision of Fostering and Adoption Services. Sound knowledge of policy, legislation and best practice in relation to safeguarding childrenComprehensive understanding of the operation of local authoritiesUnderstanding of multi-agency systems, agreements and protocolsRisk management within a safeguarding context Ability to communicate with both children and adults. Effective verbal and written communication skillsProven assessments skills.Ability to work in partnership both with children and their families.Ability to work alongside other key practitioners planning for the best interest of children.Ability to work alone and as part of a team.Understanding of multi-agency systems, agreements and protocolsRisk management within a safeguarding context  |  | Application/Interview  |
| Specific behaviours relevant to the post | Demonstrate the Council’s Behaviours which underpin the Culture Statement.Use initiative.Negotiating, influencing and facilitation skillsAbility to remain calm and focused when balancing demands of a number of different areas of responsibility and achieving targets and meeting deadlines Problem solving approachAbility and willingness to work flexibly as necessary outside usual office hoursAbility to manage own performanceWork to a high standard of practice.Have a positive attitude. |  | Application / Interview |
| Other requirements | Ability to travel independently Evidence of continuing professional development |  | Interview  |

**Person Specification dated 1.11.20**