

*This template is to be used for grades NCC-A1 up to NCC-H2 inclusively



**Post Title: Social Worker – Level 1
(Qualified & Registered)**

Grade: G

Job Purpose

The role is responsible for providing practical and social work support for children, young people and families. This involves holding a caseload of Child in Need Social Work cases and co-working more complex casework, including Child Protection cases, initially working alongside an experienced, registered social worker, progressing to more independent practice upon successful completion of the Assessed and Supported Year in Employment (ASYE) and demonstrated ability to meet required professional standards.

This will include undertaking assessments, visiting children and their families, carrying out interventions, reviewing the work undertaken, direct work with children, young people and families and any other work identified as necessary. All this must be based on best evidence and good practice, privileging the best interests of children and young people.

This role is designed for use across a range of Children's Services teams ensuring consistent professional standards and flexibility in meeting the diverse needs of children, young people, and families.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.

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3. Work independently to hold and effectively manage a caseload, acknowledging and ensuring appropriate levels of responsibility commensurate with the individual's knowledge and skills.
4. Work directly with children, young people and families, involving all key family members and prioritising children and young people's safety. Work using Signs of Safety methodology, which works collaboratively with families to empower them to find solutions whilst ensuring working within the policies, procedures of Children's Services and regulatory standards.
5. Carry out in depth and ongoing family assessment of social need and risk to children, with particular focus on parental capacity and capacity to change. Recognise the signs, harm, and risk indicators associated with all forms of abuse, including sexual, physical and emotional abuse, as well as neglect. This includes considering the potential for child sexual exploitation, grooming (both online and offline), female genital mutilation, forced marriage, and other adult behaviours that may pose a risk to children. It is also important to acknowledge that children themselves may at times be perpetrators of abuse
6. Use reflective supervision, research and other guidance to recognising one's own professional limitations and how and when to seek advice from a range of sources, including Practice Supervisors, senior practice leaders and other clinical practitioners from a range of disciplines. The post holder will work in conjunction with senior staff and managers through available support systems (supervision, appraisal, mentoring, co working and work shadowing).
7. Navigate the family court and youth justice systems in England using legal powers and duties to support families, to protect children and to look after children in the public care system, including the regulated frameworks that support the full range of permanence options. Participate in decisions about whether to make an application to the family court, the order to be applied for and the preparation and presentation of evidence.
8. Seek advice and professional second opinion as required in relation to the legal issues, interventions and plans which frequently impact children, young people and families involved with statutory services.
9. Use the law and regulatory and statutory guidance to inform practice decisions. Consider the complex relationship between professional ethics, the application of the law and the impact of social policy on both.
10. Make realistic child centred plans within a review timeline which will manage and reduce identified risks and meets the needs of the child. Any plans devised for the child need to be evidence informed, demonstrate clear analysis and professional judgement and evaluative decision making skills. This also includes working with multi-agency partners.
11. Continuously develop knowledge of child development and how these impacts on all aspects of a child's life. This includes physical, cognitive, social, emotional and behavioural development and the impact of different parenting styles. Have a good and continually developing understanding of adult behaviours; for example,

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adult mental health, domestic abuse, mental health, physical health, disability and substance misuse and the impact on, and inter-relationship between, parenting and child development.

12. Arrange or provide transport/escort for Children, Young People and Families e.g. to health appointments, education; provide practical support including access to living aids, to families and to young people, including those formally looked after by the Authority seeking to live independently in the community.
13. Maintain and update case notes and other records pertaining to the child/children you have responsibility for. Write reports as required and if needed give evidence in court on factual matters.
14. Contribute to planning/reviewing the cases of children in care; supervise fostering/adoption arrangements.

Numbers and grades of any staff supervised by the post holder:

0

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

Produced by Paula Bexon- Director of Social Care

Date: April 2026

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Job title:

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
	Professional curiosity	✓		
	Collaborative, able to work in partnership	✓		
	Full UK driving licence and access car insured for business use	✓		
	Relationship building skills, socially confident and adaptable	✓		
	Emotionally resilient	✓		
	Strong writing and reporting plus evaluative skills	✓	✓	
	Conscientious	✓		
	Must be willing to undertake a DBS check at the appropriate level	✓	✓	✓

Commented [BG1]: How will this be tested? Not sure it should be on PS?

Commented [LL2R1]: I would expect examples of this in the application its a core social work skill. @Sarah Wright what is your view?

Commented [SW3R1]: It would be easy to test at interview. le provide an example where your professional curiosity has resulted in an improved outcome for a child

Commented [SW4R1]: @Lisa Lucas

Commented [BG5]: How will this be tested? Not sure it should be on PS?

Commented [LL6R5]: As above.

Commented [SW7R5]: I think it should stay and could be included in application or interview @Lisa Lucas

Commented [BG8]: Again, how will this be tested?

Commented [LL9R8]: Removed the tick from AC.

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	In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	✓		
	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.	✓	✓	
	Demonstrates comprehensive understanding of safeguarding principles and procedures relating to children and vulnerable adults. Able to identify signs of potential abuse or neglect and take appropriate action in line with the Nottingham City Council Safeguarding Policy. Applies safeguarding responsibilities proactively when working directly or indirectly with children and vulnerable adults to ensure their welfare is protected and promoted.	✓	✓	
	Ability to work outside normal office hours	✓	✓	
	Ability and willingness to travel both inside and outside the council area as required	✓	✓	
Qualification requirement	A recognised qualification in Social Work, including Degree, PGDip, MA/MSc in Social Work, or the Diploma in Social Work (DipSW) and registration is maintained and renewed appropriately	✓		✓
Continued Professional Development (CPD)	The post holder should maintain up to date Social Work England CPD requirements through ongoing learning and reflective practice, using evidence informed approaches to strengthen their work and improve outcomes for children and families.	✓	✓	✓
A - Application	AC – Assessment Centre	D – Documentary		