

## Five Acre Wood Social Work Assistant

**Hours: up to 37 hours per week term time plus 4 weeks.**

**Reports to: School Social Worker**

**Pay grade: KSE plus FAW Allowance**

### **Job Description**

#### *Purpose of Job:*

As a Social Work Assistant within a special school, your primary responsibility will be to support and assist the safeguarding social worker based within the school. You will ensure the welfare, safety, and protection of pupils with special needs who may be vulnerable or at risk of harm. You will work collaboratively with school staff, families, external agencies, and other professionals to identify and support to address safeguarding concerns, implement preventive measures, and provide necessary support and interventions.

#### *Principal Accountabilities:*

##### **Risk Assessment and Identification, in liaison with class staff and SLT**

- Support the social worker with conducting comprehensive assessments to identify potential safeguarding risks and vulnerabilities among pupils with special needs and their families.
- Monitor pupils' safety and well-being, identifying signs of abuse, neglect, exploitation, or other forms of harm.
- Collaborate with school staff and other professionals to gather information and develop a holistic understanding of each pupil's situation.

##### **Reporting and Referrals.**

- Follow established protocols for reporting, documenting incidents, and ensuring confidentiality while adhering to legal requirements.
- Facilitate and coordinate referrals to external agencies or professionals for further investigation and intervention, ensuring the safety and well-being of pupils.
- Provide direct support and intervention to pupils who have experienced or are at risk of harm, utilising appropriate social work skills and therapeutic techniques. Including undertaking group work with pupils around particular concerns e.g. domestic abuse, online safety etc.
- Advocate for pupils' rights and ensure their access to necessary services, resources, and accommodations.

##### **Effective communication and engagement with students, their families and carers and other professionals.**

- Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
- Know when to refer information to line manager in line with school policies.
- Maintain accurate records where required.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

##### **Safeguarding and promoting the welfare of the child**

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.
- Collaborate with school administrators and stakeholders to develop, implement, and review safeguarding policies and procedures specific to the special school environment.
- Ensure that safeguarding policies are in line with local regulations and best practices, and that staff and families are aware of their roles and responsibilities.
- Provide training and support to staff, families, and pupils regarding safeguarding practices, recognising signs of abuse, and appropriate reporting procedures.

**Child development - Take part in appropriate trips to support the child with school.**

- Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies.
- Know how to interact with children in ways that support the development of their ability to think and learn.

**Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.**

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.
- Work closely with external agencies, such as child protection services, healthcare providers, and law enforcement, to facilitate coordinated efforts and ensure a comprehensive approach to safeguarding.
- Participate in multi-disciplinary meetings and case conferences to share information, discuss safeguarding concerns, and develop appropriate strategies and interventions.
- Maintain effective communication and collaboration with all relevant stakeholders involved in safeguarding efforts.

**Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.**

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.
- Maintain accurate and confidential records of safeguarding concerns, assessments, interventions, and communication with relevant parties.
- Adhere to legal and ethical guidelines regarding record-keeping, ensuring proper storage and handling of sensitive information.
- Prepare reports and documentation for case conferences, court proceedings, or other relevant meetings as required.

**Administration / other - Prepare and keep clean materials and undertake minor clerical duties.**

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

**Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

## Person Specification

| REQUIREMENT                    | ESSENTIAL   | DESIRABLE  |
|--------------------------------|---|--|
| <b>QUALIFICATIONS/TRAINING</b> | <ul style="list-style-type: none"> <li>To undertake DSL training</li> <li>A-C GCSE Maths and English or equivalent</li> </ul>   |  |
| <b>EXPERIENCE</b>              |   | <ul style="list-style-type: none"> <li>Working in a multidisciplinary team and coordinate efforts with various professionals.</li> <li>Experience with working within SEN, CIN, CP and LAC</li> <li>Experience of working as a social work assistant.</li> </ul> |
| <b>KNOWLEDGE</b>               | <ul style="list-style-type: none"> <li>Knowledge of local safeguarding legislation, policies, and procedures.</li> <li>Knowledge of therapeutic techniques and interventions to support pupils' well-being.</li> </ul>  | <ul style="list-style-type: none"> <li>Developing and delivering staff training programmes</li> </ul>  |
| <b>SKILLS/ABILITIES</b>        | <ul style="list-style-type: none"> <li>Good communications skills</li> <li>Ability to manage large and demanding caseload</li> <li>Undertake relevant assessments of pupils with mental health concerns</li> <li>Providing support to staff and families to promote pupils' wellbeing.</li> <li>Provide a person-centred approach</li> </ul>  | <ul style="list-style-type: none"> <li>Good general IT skills</li> </ul>   |
| <b>PERSONAL QUALITIES</b>      | <ul style="list-style-type: none"> <li>Organised</li> <li>Being discrete, professional, respectful and friendly</li> <li>Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</li> <li>Ability to work successfully as part of a team</li> <li>Confidentiality</li> <li>To be committed to the school's policies and ethos</li> <li>To be committed to continuing professional development</li> <li>Empathetic</li> <li>the ability to recognise your own limitations and respond to difficult situations</li> </ul> |  |

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| <b>EFFORT/ENVIRONMENT</b> | <ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people<br/>Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline</li> <li>• To assist with ensuring Safeguarding policies and protocols are correctly followed</li> <li>• Relevant experience in safeguarding, child protection, or social work with vulnerable populations.</li> </ul> |  |
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