

Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	EHE Family Support Worker	JEID	SW01B
Salary Grade:	Grade H		
Team:	Access to Education		
Service Area:			
Primary Location:	Shire Hall / Agile Working		
Political Restriction	This position is not politically restricted.		
Responsible to:	Claire Mallett		
Responsible for:	N/A		

Role Purpose

To provide advice, guidance and professional support in relation to all aspects of Elective Home Education.

To identify, receive referrals for and engage with electively home educated (EHE) children and their families.

To provide effective delivery of the statutory duties in regard to Elective Home Education (EHE) and its underpinning duty to ensure that children concerned have access to an education that is suitable to their age, aptitude and any special educational needs and to contribute to good interagency working.

To ensure the Local Authority fulfils its safeguarding responsibilities in relation to Elective Home Education.

Role Responsibilities

- To engage with parents/carers who have expressed an interest or have chosen to educate their children at home
- To provide advice, share resources, feedback and guidance to elective home education parents/carers to support them in providing a suitable and safe education.
- To develop a respectful and supportive relationship with parents/carers and the children, although maintaining their understanding of the clear responsibilities and duties of the Local Authority.

- To triage EHE referrals, including lateral checks, to work collaboratively and utilise information gathered from multiple agencies and teams, colleagues, schools and any other relevant professionals.
- To maintain contact with families to include home/virtual visits, telephone calls or written communication with the purpose of reviewing and recording the learning, progress, achievement and welfare of the CYP who are registered with Warwickshire County Council EHE Team.
- To assess information provided by parents/carers about the education they are providing to determine whether the education is suitable under the terms of section 7 of the Education Act 1996 or whether further improvement or action is required.
- May be required to attend CIN/CP meetings from an education perspective when an CYP is open to children's services, or to submit a report for this purpose.
- To manage a caseload and implement plans of casework action with parents and children in line with service criteria, working to agreed deadlines
- To escalate cases where necessary through the appropriate channels including working towards the contribution of evidence for the issuing of School Attendance Orders.
- To contribute to the development of Warwickshire County Council's Elective Home Education policy and procedures and ensure their effective implementation
- To follow Warwickshire County Council's safeguarding procedures in relation to all safeguarding/child protection concerns.
- Any other duties and responsibilities within the range of the salary grade.
- To work with a high degree of independence and be a representative of the local authority.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Social Care Worker – Level 1b
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Main Tasks

- Contributes to the social care service received by individuals, families and groups by undertaking straightforward case work including assessment and support planning and/or designated tasks on more complex cases, in an anti-discriminatory manner.
- Provides a flexible range of support to individuals and their families to help to prevent crises and family breakdown and promote independence/rehabilitation.
- Practices accountably, within the prevailing legislative framework and Council policies and procedures, under the supervision of the line manager.
- May undertake some professional worker tasks, with appropriate supervision and support, in preparation for future professional training if appropriate.
- Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate for straightforward cases or contributes to these activities in more complex cases.
- Assists accountable case holders in ongoing adult protection/child protection cases, with close supervision, attending planning meetings, case conferences and reviews as required.

- Arranges the delivery and monitors the effectiveness of packages of support to meet people's identified needs where appropriate or assists a professionally qualified worker to do this where this is more suitable.
- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Ensures that all recording of social care activity is carried out in accordance with policy and procedures.
- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager.
- Can be available to work within any of the Council's localities.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Good literacy and numeracy skills	A, I, T
To be able to independently interpret and analyse information and facts to solve varied problems	A, I, T
The ability to demonstrate caring skills to meet the welfare needs of our clients, some of whom will have particularly demanding needs and to be able to advise and guide our clients to enable them to solve particular problems	A, I, T
To be able to undertake routine assessment of needs, support planning, monitoring and review for and in partnership with clients and carers	A, I, T
To be able to use own initiative to respond independently to problems and unexpected situations as established in supervision	A, I, T
The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A, I
The ability and experience to cope with significant emotional demands, caused by contact with clients who are seriously disadvantaged in some way	A, I
Ability to work well with colleagues, including managers, as a member of a team	A, I
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	A, I, D
To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills	A, I
Ability to communicate fluently, in writing and verbally, with a wide range of people	A, I
Satisfactory check through the Disclosure and Barring Service	D

Desirable Criteria

Assessed By:

Awareness of current national agendas such as Early Help, Prevent Agenda, all areas of Child Criminalisation, FGM and Forced Marriage	
Experience of working with families	
To have knowledge and understanding of relevant legislation and Department for Education guidance to inform practice and advise parents and school colleagues on home education issues.	
To demonstrate knowledge of and commitment to safeguarding responsibilities for children and young people	
A commitment to equal opportunities and anti-discriminatory practices	
A commitment to undertake ongoing training and development	

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching

<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	