



WOKINGHAM BOROUGH COUNCIL

Social Work Progression Policy

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Owner: **Estelle Kelleway**, Service Manager, Safeguarding
Isabel Prinsloo, Service Manager, Corporate Parenting
Kelli Scott, Service Manager CWD, Early Help & PYJS
Rachel Bedford, Principal Social Worker

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| Version 1 | August 2021 | Policy developed to outline new progression processes within Children’s Social Care. Document produced in August 2021. |
| Version 2 | August 2022 | Policy reviewed for accuracy. Appendix C (Line Manager Recommendation Form) updated. |
| Version 3 | November 2023 | Policy reviewed for accuracy. |

Any questions or concerns about the contents of this policy should be raised with the Quality Assurance and Policy Team via email at: ImpactAndInspectionTeam@wokingham.gov.uk.

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Policy Context

This policy is reflective of relevant national legislation and guidance relating to matters of employment, training, and career development, notably:

- The Equality Act 2010
- The Professional Capabilities Framework for Social Work in England

The policy should also be read in conjunction with other local Wokingham procedures, including:

- [The Children's Services Social Work Recruitment & Retention Strategy](#)
- [The Children's Services Supervision Policy](#)
- [The Children's Services Practice Standards](#)

Introduction

For social workers that choose to develop their careers at Wokingham, we are committed to offering excellent opportunities for professional development and progression. This commitment is a key component of our wider ambitions to achieve a stable and competitive children's social care workforce, which underpins everything we seek to do to improve the lives of the Borough's most vulnerable children.

This policy has been developed to provide a clear and transparent overview of the career progression framework currently employed by Wokingham. Most notably, it clarifies the roles and responsibilities of the **Senior Social Worker** - an existing position at Wokingham that has until now been used inconsistently and in different ways across our social work teams.

By creating a clearer and more universally accepted basis for this important step on the social work career ladder, we are seeking to develop a fairer system for those who wish to progress towards more senior roles within children's social care. To this end, the policy includes an agreed overview of the skills and experience that practitioners will need to evidence in order to become a Senior Social Worker; clarifies the process to be promoted to the role; and also makes clear the types of additional responsibilities that the role is likely to entail.

It is also our intention that a better-defined position of Senior Social Worker will provide a clearer pathway for those seeking more senior or managerial roles in the future. For reference purposes, we have therefore included a section within the document that provides an overview of all career progression tiers. This includes details on job descriptions and pay grades, from Assessed and Supported Year in Employment (ASYE) level right through to the Team Manager position.

In the interests of ensuring that this policy is as inclusive as possible, the document has been subject to a period of internal consultation for several months. This has entailed gathering feedback from a variety of sources - including the undertaking of exit interviews as members of staff have left the organisation, as well as meetings with senior managers across both Children's Social Care and Human Resources. It will also be subject to further review in the future, if you have any further feedback or comments please do not hesitate to get in touch.

Career pathways and progression

The following provides an overview of the possible levels of career progression that are available to qualified (and qualifying) social workers at Wokingham Children's Services.

Assessed and Supported Year in Employment (ASYE)

PayScale: SCP 29

Job Description: As part of a service to manage a caseload of children and their families in a given specialism or client group, providing a direct professional service in response to assessed needs, completing assessments, and producing, implementing, monitoring, reviewing and evaluating care plans. As a newly qualified social worker you will join our ASYE programme, this will entail you in your first year having a reduced, protected caseload and have additional opportunities for support

Main Accountabilities:

- 1) Hold key-worker responsibility for a caseload of children and young people who are:
 - 'in need' or
 - looked after" by the council or
 - subject to a child protection plan

Commensurate with the post holder's level of knowledge, experience and skill to manage complexity, risk and responsibility.

- 2) Receive referrals and ensure that appropriate and timely action is taken, in accordance with Wokingham's child protection procedures.
- 3) Carry out thorough assessments, including section 47 enquiries, within set time scales.
- 4) Ensure that all information is regularly updated on electronic systems.
- 5) Ensure that all work carried out is in accordance with the requirements of the performance management structure and guidelines.
- 6) Ensure the family, child and carer(s) are involved where possible in all decision-making and information sharing, working in a person-centred way (including addressing cultural and communication needs) ensuring choices and aspirations are acknowledged and that a professional and respectful response is given to all service users, colleagues and partners at all times.
- 7) Participate in appropriate activities and learning to develop own professional expertise. Develop and improve services, maintaining up to date knowledge of statutory and regulatory requirements and good practice.
- 8) At all times, to promote and safeguard the welfare of children who live or access services in, or who are looked after by Wokingham Borough Council.

Social Worker

Pay Scale: SCP 30-38

Job description: As part of a service to manage a caseload of children and their families in a given specialism or client group, providing a direct professional service in response to assessed needs, completing assessments, and producing, implementing, monitoring, reviewing and evaluating care plans.

- 1) Hold key-worker responsibility for a caseload of children and young people who are:
 - 'in need' or
 - "looked after" by the council or
 - subject to a child protection plan

Commensurate with the post holder's level of knowledge, experience and skill to manage complexity, risk and responsibility.

- 2) Receive referrals and ensure that appropriate and timely action is taken, in accordance with Wokingham's child protection procedures.
- 3) Carry out thorough assessments, including section 47 enquiries, within set time scales.
- 4) Ensure that all information is regularly updated on electronic systems.
- 5) Ensure that all work carried out is in accordance with the requirements of the performance management structure and guidelines.
- 6) Ensure the family, child and carer(s) are involved where possible in all decision-making and information sharing, working in a person-centred way (including addressing cultural and communication needs) ensuring choices and aspirations are acknowledged and that a professional and respectful response is given to all service users, colleagues and partners at all times.
- 7) Participate in appropriate activities and learning to develop own professional expertise. Develop and improve services, maintaining up to date knowledge of statutory and regulatory requirements and good practice.
- 8) At all times, to promote and safeguard the welfare of children who live or access services in, or who are looked after by Wokingham Borough Council.

Senior Social Worker

For a full job description of the Senior Social Worker role, please see [Appendix A - Senior Social Worker Job Description](#).

Pay Scale: SCP 39-40

Job Description:

As part of a service to manage a caseload of children and their families in a given specialism or client group, providing a direct professional service in response to assessed needs, completing assessments, and producing, implementing, monitoring, reviewing and evaluating care plans. Senior Social Worker responsibilities include contributing to the practice of others by modelling good practice, leading group supervisions, setting expectations, arranging staff inductions, mentoring students and newly qualified social workers and providing support to managers at busy/ critical times.

Performance indicators that demonstrate suitability for the role:

1. Experienced social workers who are more autonomous in their role bridging gap between social workers and managers.
2. Demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, whilst displaying autonomous decision making. Demonstrate the appropriate use of authority and challenge.
3. Professionalism is underpinned by a good level practice experience acquired through holding full and varied caseload. Demonstrate an ability to hypothesise, recognise patterns but also demonstrate that they are open and flexible in their thinking. In relation to the judgements they make, they are able to explain and justify their reasoning.
4. Cases evidence good and contemporaneous recording which is compliant with our Practice Standards and their work meets the requisite deadlines.
5. Show an ability to be creative in their practice and evidence a high level of problem- solving.
6. Embody the social work values (BASW Code of Ethics) through practice.

7. Model good practice, setting expectations. Contribute towards the practice of others, arranging staff inductions and mentoring students and newly qualified social workers.
8. Provide additional capacity to support to managers at busy/critical times.
9. Contribute to an Organisational Learning Culture Take an active role in or participating at staff learning events/team events (e.g., training/service- user events) and will contribute to their team's learning, through disseminating e.g., research or policy and practice.
10. Demonstrate confident modelling of the Practice Framework - evidenced through their work but also facilitating or contributing on group supervisions/learning events.
11. Understand and promote individual importance of maintaining own health and wellbeing and be able to manage the physical and emotional impact of practice.

Assistant Team Manager or Practice Consultant

Pay Scale: SCP 41-45

Assistant Team Manager

Job Description: To assist the Team Manager to manage the social work team and the service they provide to ensure improved outcomes for children and young people within the scope of the team, legislative and regulatory frameworks and within agreed performance indicators, deputising in the absence of the Team Manager

Main Accountabilities

- 1) Manage, coach and guide staff to deliver effective and efficient services, within legislative and regulatory frameworks, providing supervision and advice and monitoring standards and performance of ongoing work, assessments and care packages, ensuring all clients are safeguarded.
- 2) Ensure smooth and consistent quality of service delivery by deputising for the Team Manager in their absence.
- 3) Undertake specific responsibility for key service areas, and monitoring certain budgets on a day- to -day basis, as allocated by the **Team Manager**.
- 4) Support service delivery, review and improvement by chairing and participating in working groups, task groups, management and other appropriate meetings and by regular file scrutiny.
- 5) Prepare reports and ensure all necessary records are maintained for administrative, service improvement, legislative and statistical purposes.
- 6) Contribute to service improvement, change and help ensure the service seeks to involve parents/carers and young people in the planning of services and review processes, including actively seeking their views and their participation.
- 7) At all times, to promote and safeguard the welfare of children who live or access services in, or who are looked after by, Wokingham Borough Council.

Practice Consultant

Job Description: The post holder will be responsible for many of the functions of the ASYE programme: providing monthly reflective supervision of ASYE workers, arranging and facilitating four monthly ASYE reviews, direct observations and portfolio support. The post holder will have a good knowledge of the Professional Capabilities Framework (PCF) and Knowledge and Skills Statement (KSS) professional frameworks and have experience of providing reflective supervision.

The post holder will support the Principal Social Worker in developing strong links with our partner universities and the planning and recruitment of students. In addition, the post holder will help to plan and deliver any programme linked to any potential new initiatives e.g., the apprenticeship scheme.

The post holder will support the Principal Social worker with training programmes and learning opportunities across the teams. This may be within team meetings or facilitating active learning workshops on identified areas to promote knowledge and build skills.

The post holder will work closely with Team Managers to provide focused support to teams or individual workers on a range of tasks. Through this work they will have a QA overview in providing support and then feedback to help raise performance and embed continuous improvement. The post-holder will also have a role in our audit processes.

The post holder will need to practice within and should have good knowledge of the SOS/Practice Framework. They will work closely alongside the PSW and other practice consultants within the team. In line with this they will deliver group supervisions and help with any targeted work to promote a shared understanding and raise skills.

Main Accountabilities:

- 1) To provide support for students and Newly Qualified Social Workers.
- 2) To work in partnership with the Principal Social Worker Children's Social Care, to create and periodically review workforce development and learning & development strategies/policies across Children's Social Care, specifically focussing on Newly Qualified Social Workers and social work students.
- 3) To work in partnership with the Principal Social Worker to create an active, dynamic and supportive learning environment for Newly Qualified Social Workers, students and practice educators.
- 4) To participate or take a lead on student recruitment events.
- 5) To have an active role in the recruitment and support provided to the Social Work apprenticeship scheme
- 6) To provide monthly reflective supervision for all ASYE workers and to facilitate ASYE Reviews and to oversee the ASYE portfolio and will sit on the moderation panel.
- 7) To undertake robust direct observations of ASYE workers and provide feedback on ASYE reflections, linked to ASYE programme.
- 8) To support ASYE workers with the completion of their final portfolios and ensure they are of a good standard.
- 9) To support the Principal Social Worker with all meetings and learning events linked to the 'Step Up to Social Work' programme.
- 10) To deliver workshops, support groups and action learning sets for Students and Newly Qualified Social Workers which promotes the learning and development of social work students and practice educators throughout Childrens Services.
- 11) To keep up to date with the national social work agenda and ensure all learning materials are current and support critical thinking. To advise on CPD and provide support to workers.
- 12) As a member of the Quality Assurance Team, the post holder will also take part in core and focused audits.

Team Manager

Pay Scale: 46-49

Job Description: To manage the social work team and the service they provide to ensure improved outcomes for children and young people within the scope of the team, legislative and regulatory frameworks and within agreed performance indicators.

Main Accountabilities

- 1) Manage, coach and guide the team to deliver effective and efficient services, within legislative and regulatory frameworks, providing supervision and advice and monitoring standards and performance of ongoing work, assessments and care packages, ensuring all clients are safeguarded, including

- Management of the duty system
 - Provision of senior duty cover
 - Monitoring social care performance data and using it to drive service improvement
- 2) Lead service improvement and change across the team to ensure smooth transitions and timely delivery.
 - 3) Keep up to date with Council and service policy, national trends, research, Government guidelines, legal issues, etc. to ensure services delivered by the team are relevant, up to date and fit for purpose.
 - 4) Work collaboratively with all partners to create effective networks of support around families and joined up services based on the needs of children and families. Develop and maintain strong communication and relationships with other Council services and outside agencies including Schools, Health, Police, Community and Voluntary Groups, etc.
 - 5) Manage the team's budgets and resources to ensure effective and efficient use in line with service priorities and constraints and challenges.
 - 6) Contribute to the development, and delivery of service plans, helping ensure they are effective, realistic and joined up.
 - 7) At all times, to promote and safeguard the welfare of children who live or access services in, or who are looked after by, Wokingham Borough Council.

Facilitating career progression and personal development

The role of supervision

In accordance with our Children's Services Supervision Policy, staff supervision at Wokingham should have a clear focus on supporting supervisees to fulfil their current roles, and to work towards any future career aspirations, including discussion around wellbeing, training and development needs.

When undertaking personal supervision, managers should map out any learning or training that the supervisee may wish to undertake, giving them the opportunity to develop their skills as social workers, and to work towards any career aspirations they may have.

For those who are considering or feel ready to progress to a more senior position, the job descriptions and performance indicators set in the [Career progression and pathways](#) chapter above should be referred to within Supervision, to discuss and benchmark the practitioner's current skills, experience and suitability for the role in question.

The Performance Review

Where appropriate, personal supervision should also allocate time for a Performance Review. This will give managers a chance to capture objective information on the performance of the social worker, for example:

“Completes visits on time, however recording is frequently out of timescales”.

“Completes reports to a good level of detail with a strong evidence base”.

This can be used to evidence why a worker should or should not progress to a more senior position. Recorded performance indicators can also be used to set performance related targets for the supervisee, to support them to achieve this position in the future.

The Performance Review is designed to provide managers with a clear and recorded evidence base, to aid discussions around career progression. In instances where a practitioner is not ready to progress, it also provides the basis for an objective explanation, along with clear aims and objectives for the worker to consider moving forward.

The Performance Review can also be used as the basis for completing the application for the role of Senior Social Worker, by both the practitioner and their manager. See the [Making an application for a more senior role](#) chapter below for more details.

Making an application to become a Senior Social Worker

Pre-requisites for making an application

In order to apply to become a Senior Social Worker, the worker must have at least three years of post-qualifying experience (two years post-ASYE).

If the worker has recently joined Wokingham, then they must meet the above requirements and also have passed their probation period.

The manager and social worker must agree that the worker is ready to progress.

Making an application

In order to make an application to progress to the Senior Social Worker role, the social worker will need to complete the application form (see [Appendix B - Application Form](#)). Care should be taken to ensure that the application makes specific reference to the relevant Senior Social Worker Performance Indicators that are set out in the **Career progression and pathways** chapter [above](#).

An application can be completed independently, or with assistance and feedback from the worker's line manager. The line manager may also suggest that the worker is referred to a Practice Consultant for further guidance and assistance.

The worker's line manager will also be required to complete a short report (see [Appendix C - Line Manager Recommendation Form](#)), providing any endorsements of relevant skills, competencies or knowledge that they feel the worker has demonstrated. This report will then need to be signed off by the Team Manager (if worker's line manager is not the team manager) and the worker themselves.

Whilst it is acknowledged that the completion of the application form will create an additional administrative task for social workers, effective supervision recording via the worker's staff file index will in most cases make the document easier to compile. It should also be noted that the application does not necessarily need to be overly detailed; indeed, the worker should take care to ensure that the content is as tailored and relevant as possible to the performance indicators.

Presenting to a Career Progression Board

Once the social worker and manager have completed the necessary application forms, they will need to be submitted to an independent Career Progression Board for consideration, no later than two weeks prior to the Board meeting.

The Career Progression Board will meet bi-annually, once in March and once in September. In addition to submitting an application, the applicant will be asked to attend the board to complete a short presentation (10-15 minutes) on a complex case that they have worked on.

This board will be made up of:

- Three Children's Social Care Service Managers
- The Principal Social Worker

The board will review the applicant's application, the line manager's recommendation and their presentation against the criteria set out in Section 2 and will then decide if there is adequate evidence that the worker displays the required skills and experience.

It is essential that the board is quorate when making a decision about the applicant's suitability, so that there is good cross Service representation and a balanced approach to decision making. Should any one of the three

Service Managers or the Principal Social Worker not be available to attend, the board will not be quorate and should be postponed.

The board's decision


If the board's decision is that the social worker has met the required performance indicators, the worker will be informed within five working days of the panel. It will then be the responsibility of the Line Manager to complete an employee change form and position change form to move the worker onto the bottom of the Senior Social Worker band (NL39)¹. This salary change should be backdated to the date of the panel.

If the Board's decision is that the social worker has not met the required performance indicators, feedback will be provided, to ensure that the applicant has a clear understanding of what they need to do or achieve going forward to meet the criteria and can set goals accordingly.

The social worker has a right to appeal the decision of the board and must do so within 10 working days of the board's decision. All documents collated by the social worker and board will be reviewed by the Assistant Director (Social Care), who will come to an independent decision as to whether they believe the social worker should progress. It is at the discretion of the social worker as to whether they wish to re-apply for a role they have not been accepted for in the next bi-annual Career Progression Board meeting.

¹ The latest employee change form and position change form can be found on the WBC Intranet here <https://wokingham.sharepoint.com/Services/Pages/Staff-Chainges---Managers-.aspx>

Appendix A - Senior Social Worker Job Description

| | | | |
|--|--|-----------------|---------------|
|  WOKINGHAM BOROUGH COUNCIL | <h3>Job Description</h3> | | Job Reference |
| | | | Various |
| Job Title | Senior Social Worker | | |
| Service | Children's Services - Social Care and Early Help | Team | Various |
| Location | Various | | |
| Reports to | Team Manager (with day-to-day management by Assistant Team Manager as appropriate) | | |
| Grade: | Type of position: | Hours per Week: | |
| Senior Social Worker: 39-40 | Permanent Full-time | 37 | |

This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

Service Purpose

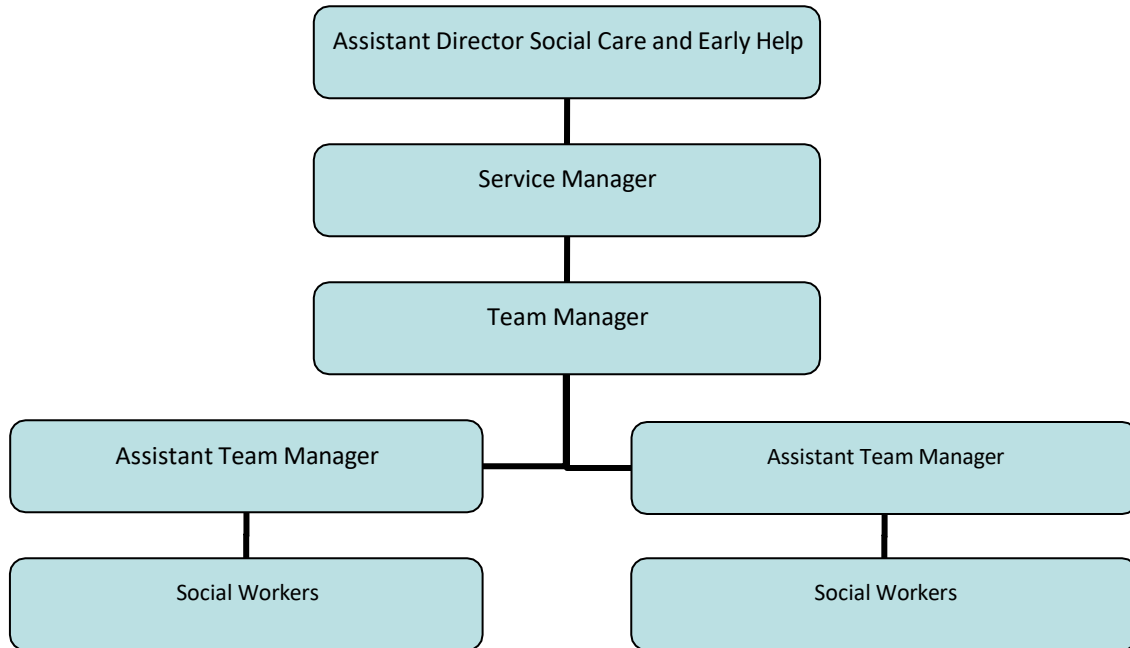
Social Care and Early Help

- Provision of high quality and effective services to children, young people and families
- Provision of effective and high-quality safeguarding services for children and young people at risk of harm
- Delivery of high-quality support and challenge to schools, recognising the council's enduring responsibility to promote the best outcomes possible for its children and students
- Assurance that the council is effective, ambitious and successful as a Corporate Parent to the children and young people in its care
- Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes
- Delivery of effective and efficient services offering good value for money
- Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member

General description of the job

As part of a service to manage a caseload of children and their families in a given specialism or client group, providing a direct professional service in response to assessed needs, completing assessments, and producing, implementing, monitoring, reviewing and evaluating care plans. Senior Social Worker responsibilities include contributing to the practice of others by modelling good practice, leading group supervisions, setting expectations, arranging staff inductions, mentoring students and newly qualified social workers and providing support to managers at busy/ critical times.

Organisation Chart



Main Accountabilities of the post

| | |
|---|---|
| 1 | Hold key-worker responsibility for a caseload of children and young people in the most complex of circumstances and who are subject to child in need, in care or child protection plans. |
| 2 | Receive referrals and ensure that appropriate and timely action is taken, in accordance with Wokingham’s child protection procedures. |
| 3 | Carry out thorough enquiries and assessments and compile reports and evidence in a variety of formats to a high standard within set time scales. |
| 4 | Ensure that all information is regularly updated on electronic systems in accordance with Wokingham’s practice standards. |
| 5 | Ensure that all work carried out is in accordance with the requirements of the performance management structure and guidelines. |
| 6 | Ensure the family, child and carer are involved where possible in all decision-making and information sharing, working in a person-centred way (including addressing cultural and communication needs) ensuring choices and aspirations are acknowledged and that a professional and respectful response is given to all service users, colleagues and partnership workers at all times. Demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, complexity, risk, ambiguity, and increasingly autonomous decision making. The appropriate use of authority and challenge. |

| | | |
|---|--|-----|
| 7 | Participate in appropriate activities and learning to develop own professional expertise. Develop and improve services, maintaining up to date knowledge of statutory and regulatory requirements and good practice. Contribute to the organization's Learning Culture by taking an active role in or participating at staff learning events/ team events (e.g., training / service- user events) and contribute to their team's learning, through dissemination of research, policy and practice. | |
| 8 | At all times, to promote and safeguard the welfare of children who live or access services in, or who are looked after by Wokingham Borough Council. | |
| <u>Additional Corporate Responsibilities</u> | | |
| 1 | High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the council can improve, and to contribute to the council's ongoing success. | |
| 2 | Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the council to enable the council to perform or comply with its duties under statutory health and safety provisions. | |
| 3 | Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices. | |
| 4 | Safeguarding responsibilities At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults. | |
| 5 | Special Factors: Willingness and flexibility to undertake a range of roles across children's social work as part of the job rotation system. Flexibility in working hours including some availability to work outside normal office hours. Able to work with degrees of risk, change and conflict, to identify personal stress levels, and to seek advice and support when necessary, within or outside of formal supervision. Ability to undertake lone working in a range of settings including clients' own homes. Ability to travel to a variety of locations. | |
| Scope | | |
| Resources | Facilities, equipment or systems within overall span of control | N/A |
| DBS Check required | Yes | |

**Council
Values**

We have a set of values for how we behave together and how we provide our services to our customers. These values help us develop a culture where staff work in a collaborative way and deliver services with high standards of care. Please view these values on our website:

[About us - our vision, priorities and values \(wokingham.gov.uk\)](http://wokingham.gov.uk)

| Person | | | |
|---|------------------|------------------|--------------------------------------|
| Qualifications | Essential | Desirable | How criteria will be assessed |
| Recognised and current professional Social Work qualification e.g., DipSW, Social Work degree, etc. and registration with Social Work England (SWE) | E | | Application |
| | | | |
| Technical Skills. | Essential | Desirable | |
| Effective IT skills to make optimum use of available communication media to disseminate information and maintain computer-based records. | E | | Application |
| Good interpersonal and communication skills, including face-to-face communication and written work. | E | | Application/ Interview/ Exercise |
| Problem solving skills and ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour. | E | | Application/ Interview |
| Ability to work alone and unsupervised at times, yet also work effectively as part of a team. | E | | Application/ Interview/ References |
| Critical reflection and analysis. | | | Interview/Exercise |
| Investigation and assessment skills. | | | Interview/Exercise |
| Knowledge of, and ability to demonstrate the Social Work values and ethics. | E | | Application/ Interview/ Exercise |
| Knowledge | Essential | Desirable | |
| Good working knowledge of the relevant statutory and regulatory framework and of an appropriate range of professional interventions. | E | | Application/ Interview/ References |
| Critical awareness of current issues and new evidenced-based practice research. | E | | Interview/Exercise |
| | | | |
| Experience | Essential | Desirable | |
| Previous experience in a social care, health care or education working environment. | E | | Application |
| At least 3 years Client group experience in a relevant setting. | E | | Application |
| Experience of multi-disciplinary working. | E | | Application/ Interview/ Exercise |

Appendix B - Application Form

Senior Social Worker Progression: Social Worker Application



| | | | |
|--|--|--|--|
| Name: | | Line Manager Name: | |
| Team Manager Name: | | Date of SWE registration: | |
| Date ASYE Completed: | | Date employed at Wokingham Children's Services: | |
| <i>*Consideration for Senior Practitioner post will only be at a minimum of 2 years post completion of ASYE programme.</i> | | | |

The social worker's progress and readiness for progression should be evidenced and tracked through social worker's personal supervision.

Please provide brief summary of supervision / appraisal discussions in relation to progression below:

Case management:

Good level of practice experience acquired through holding a full and varied caseload which has built in complexity.

Please write a brief description of the setting / team(s) you have worked in over the last 3 years and provide an outline of how your case load has developed in complexity. How has this informed your knowledge and skills?

Practice Standards / Feedback on your work:

Senior Practitioner progression policy states: 'The social worker's case notes, assessments and reports are well- written, clear, evidence-based and analytical. Deadlines are met and worker demonstrates autonomy, good time management and organisational skills.'

Has your work met practice standards in relation to:

Visits on time / Reports being shared with service users / Meeting deadlines.

Up to date case recording / chronologies / case summaries

Please provide details of any written feedback you have received in relation to the quality of your work:
e.g., from service users / other agencies / Joint Legal Team / managers / CP Chairs / IRO's / from audits.

Please provide a minimum of three examples.

Complexity: Demonstrate expert and effective practice informed by reflection and critical thinking.

Assessing and managing higher levels of risk whilst displaying autonomous decision making. Appropriate use of authority and challenge. Demonstrates an ability to hypothesise and recognise patterns but also demonstrate that they are open and flexible in their thinking. In relation to the judgements they make, they are able to explain and justify their reasoning. Show and ability to be creative in their practice and evidence a high level of problem- solving.

Please choose 2 examples of cases from the last 12-18 months and write a brief account in which you used critical thinking / reflection to inform your practice

Values:

Embody the social work values (please refer to the BASW Code of Ethics) through practice - evidenced through case recording, assessments, observation of practice, supervision, team meetings.

Leadership Skills: in relation to PCF 9 of the PCF *(demonstrated or there is evidence that social worker has the potential to demonstrate)*

- Provides additional capacity to provide support to managers at busy / critical times.
- Has a role in induction of new staff / work-based supervisor for students / Practice Educator qualification / identified as next step.
- Actively contributes to an organisational learning culture e.g., takes an active role in or participating at staff learning events/team events (e.g., training/service-user events)
- Contributes to their team's learning, through disseminating e.g., research or policy and practice.

How would you describe your approach to 'professional behaviours' linked to workload management, team player, flexibility, quality of work, relationships with other professionals across the partnership?

Please include evidence of feedback.

What do you consider are your ongoing professional development needs?

What can you do within your own practice and what do you need from WBC?

Appendix C - Line Manager Recommendation Form



Senior Practitioner Progression: Line Manager Report

Line Manager should complete this form in consultation with the social worker's Team Manager where appropriate.

| | | | |
|--|--|---|--|
| Name | | Line Manager Name | |
| Team Manager Name | | Date of SWE registration | |
| Date ASYE Completed | | Date employed at Wokingham Children's Services | |
| <i>*consideration for Senior Practitioner post will only be at a minimum of 2 years post completion of ASYE programme.</i> | | | |

The social worker's progress and readiness for progression should be evidenced and tracked through social worker's personal supervision.

Please provide brief summary of supervision / appraisal discussions in relation to progression below:

In reference to 'Professional Behaviour's Statement how does the social worker evidence the following:

| |
|---|
| <p>Case management: Breadth of practice experience acquired through holding a full and varied caseload which has built in complexity. Such as (examples needed)</p> |
| <p>Written work: The social worker's case notes, assessments and reports are well-written, clear, evidence-based and analytical. Deadlines are met and worker demonstrates autonomy, good time management and organisational skills.</p> |
| <p>Complexity: Demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, whilst displaying autonomous decision making. Appropriate use of authority and challenge. Demonstrates an ability to hypothesise and recognise patterns but also demonstrate that they are open and flexible in their thinking. In relation to the judgements they make, they are able to explain and justify their reasoning. Show an ability to be creative in their practice and evidence a high level of problem-solving.</p> <p><i>Please provide a minimum of one practice example.</i></p> |

Values: Embody the social work values (BASW Code of Ethics) through practice - evidenced through case recording, assessments, observation of practice, supervision, team meetings.

Please provide a minimum of one example.

Leadership Skills: in relation to PCF 9 of the PCF (*demonstrated or there is evidence that social worker has the potential to demonstrate*)

- Provides additional capacity to provide support to managers at busy/ critical times.
- Has a role in induction of new staff/ work -based supervisor for students/ has Practice Educator qualification or identified as next step.
- Actively contributes to an organisational learning culture, e.g., takes an active role in or participating at staff learning events/team events (e.g., training / service- user events)
- Contributes to their team's learning, through disseminating e.g. research or policy and practice.

Please provide a minimum of one practice example.

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Line Manager's Overall assessment consider workload management, team player, quality of work, relationships

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What are the ongoing developmental needs of the Social Worker?

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For **TEAM MANAGER** to complete:
Overall recommendation on consideration for progression

Yes/No

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For **SOCIAL WORKER** to complete:
What are your reflections on what you have read above? What do you see as your ongoing learning and development needs? What support might you need to work on these?

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