



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Social Worker (Newly Qualified)

**Department:** Children's Services

**Grade:** [Single Status Grade 10](#)

**Responsible to:** Practice Manager

### **Purpose of the Role:**

The social work role involves taking responsibility for an allocated caseload under supervision. This includes assessment, planning, safeguarding, intervention and review and compliance with statutory duties and responsibilities applicable to the service area.

### **Key tasks:**

1. Under supervision, and with attention to anti-oppressive practice, investigate concerns of neglect or ill-treatment of children. Undertake assessments in line with statutory and legal frameworks and where appropriate arrange accommodation for children and young people.
2. Apply East Sussex's model of relationship-based practice to preventative work with families to reduce the need for care or accommodation. Ensure any decisions that are made about accommodation are timely and decisive and evidence informed.
3. Work collaboratively with children, young people, families, carers, and communities to help them make informed decisions, enabling them to clarify and express their needs and contribute to case planning.
4. Apply key approach of assessment, planning and review in all of your casework including the planning and review of care plans for children and families.
5. Work with colleagues and professionals across other teams, departments, and external agencies, sharing information appropriately and proportionally and creating effective multi-agency plans that address risk and create stability.

6. Maintain and update case notes and other records, write reports for a variety of professional purposes and, if required, give evidence in court in relation to public or private proceedings.
7. Undertake agreed programmes of training and regular personal development to ensure the requirements of the Assessed Supported Year in Employment are met.

**Addendum for NQSWs employed in residential setting;**

8. Lead role in Care Planning for the residential children upholding high aspirations and high expectations for the children we care for.
9. Ensure, as far as reasonably practicable, the health, safety and well-being of yourself and others within the workplace, taking quick and decisive action to do so if required.

Recognising that ESCC is a large organisation with a number of overarching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

- Net zero emissions targets – reduce your work's environmental impact.
- Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
- Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

## **PERSON SPECIFICATION**

### **Essential education and qualifications**

1. Recognised social work qualification and current registration with the professional regulatory body.

### **Essential key skills, abilities, knowledge, experience, values and behaviours**

2. Ability to communicate helpfully, both verbally and in writing, with children, parents/caregivers, colleagues, managers and other professionals from a diverse range of backgrounds.
3. Experience of using legal and policy frameworks and guidance that inform social work practice.
4. Ability to complete holistic assessments, informed by research and social work theory and including complex analysis of needs and risks.
5. Ability to use holistic assessments to inform effective case planning including providing evidence based social work intervention that creates change for children and families.
6. Ability to contribute to effective inter-agency working focused on improving outcomes for children and families.
7. Awareness and application of the principles of confidentiality and information sharing.
8. Knowledge of the principles of safeguarding procedures for children and vulnerable adults.
9. Previous experience of working directly with Children and Families and vulnerable Adults.
10. Demonstrate an understanding of, and commitment to, anti-oppressive practice.
11. Demonstrate emotional self-awareness, commitment to professional boundaries and clarity regarding personal coping strategies.
- 12.** Ability to meet the travelling requirements of the post.

**Document version control:**

Date created/amended: November 2025

Name of person created/amended document: NM/KSM

Job Evaluation Reference: 8865

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	Yes
Lone Working	Yes
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No