

Email: [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

[www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

Dear Candidate,

**School-based Social Worker and Child Protection Lead**  
**NJC Scale PO6. Actual starting salary to be negotiated dependant on experience**  
**Full time OR term time only + 2 weeks**  
**A Bolder Future Awaits – Application Pack**

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

We are looking for a dedicated School Social Worker to assist in addressing the psychological and social well-being of our students. You will be supporting students and their families by addressing potential issues such as attendance, child protection, care proceedings and looked after children cases. You will work with students in one-to-one, classroom, or school-wide sessions. You will take a leading role as a Child Protection Officer.

Bolder Academy is a mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

We know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff to shine brighter, to be bolder.

I look forward to meeting with you,

A handwritten signature in black ink, appearing to read 'Heidi Swidenbank', with a horizontal line underneath the name.

Heidi Swidenbank,  
Headteacher

## The Bolder Way and You

Bolder Academy is an exceptional place to work. We know that by joining the team, at this stage, a Bolder future truly awaits you.

### You

Creativity, innovation and imagination are at the heart of everything we do. We know that this can only be achieved if we look after our staff, you.

We will support you to be courageous and try new things, question traditional ways of 'doing school', and encourage you to grab opportunities and take risks. We'll support you every step of the way.

We want all our staff and students to find their voice and express themselves.

### Our commitment to you:

**Career Progression:** We are ambitious not only for our students but for our staff. We aim to provide all our staff with the experience and skills needed for you to progress your chosen career path. You will make an impact, you will make a difference, you will contribute to the creation of Bolder Academy.

**Professional development, coaching and mentoring:** Bolder's professional development budget and the opportunities on offer are substantial. Each member of our staff can choose to be coached and mentored, allowing you to develop skills, career goals in areas of most interest to you.

**Working environment:** Our state of the art building, opened in summer 2021, provides the perfect environment for all to learn, teach and succeed.

**Wellbeing:** We provide staff with an employee assistance programme with the recognised charity Education Support, providing free and confidential support 24 hour/365 days a year. Bolder also offers free annual flu jabs, a wellbeing day for staff, a 'Cycle to Work' scheme, Occupational Health, use of our modern and well equipped fitness suite and an early finish on Fridays!

**An easy commute:** We are close to both the M4 and A4 and just a 5 minute walk from Syon Lane mainline station, or 10 minutes from Osterley Tube station on the Piccadilly line. Buses H91, H28 stop close by and buses 267, 237 and 235 are a within a short walk.

## The Bolder Application

*"We need a different kind of education, one that combines deep thinking (head); growth, character and dialogue (heart); and an ability to solve problems, generate ideas and engage in the world (hand). School should be, above all else, a place of learning in all its expansive complexity: learning how to think, learning how to live, learning how to create." Peter Hyman, School 21*

Creating a different kind of education, a bold future, for our staff and students, requires a certain type of person.

Our vision is one of excellence and ambition which is built on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, and brilliance.

As a member of staff, you will play an integral part in developing the Academy's culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our school website [www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

To apply, please click on the 'Apply' button on our TES listing to fill out an online application form. Alternatively, please complete the support staff application form which can be found on the website: <http://bolderacademy.co.uk/vacancies/>

If you do have any questions or you would like a word version of the application form, please email vacancies to [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

*Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.*

*Bolder is an Equal Opportunities Employer.*

### Timeframe for Recruitment

Closing date for applications	<p><b>We will shortlist and interview as we receive applications – so please send them in before the deadline of 9am on 23<sup>rd</sup> May 2022</b></p> <p><b>Interviews will be held according to application and we will consider interviewing early if we receive a strong application.</b></p> <p><b>Please note that we do not accept CVs and agencies need not apply</b></p>
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### Person Specification: School Social Worker

		Essential	Desirable	Evidence
<b>Qualifications and experience</b>				
1	A BA or MA in Social Work.	Y		A
2	Qualified to work in the UK.	Y		A
3	Experience of working with vulnerable children within a health and social care or school setting.	Y		A, I
4	Proven experience of working at the required level of the professional capabilities framework	Y		A, I
5	Experience of working with parents, outside agencies and other partners in order to raise achievement and to safeguard children.	Y		I
6	Knowledge of Childrens' Social care and legislation, strategies and guidance relevant to the post.	Y		A, I, R
7	Experience of social work assessment, care management and safeguarding.	Y		A, I, R
8	A willingness to train as a Designated Safeguarding Lead		Y	A,I,R
<b>Vision and strategy</b>				
9	Vision aligned with the Bolder's ambitions to be an outstanding school which has high aspirations and high expectations of self and others.	Y		A, I, R
10	To promote the sharing of good and consistent practice, and the continuing improvement of services to children, young people and their families	Y		A, I, R
<b>Behaviours, Skills and Abilities</b>				
11	Able to work in close harmony with the Headteacher and Governors.	Y		I
12	Evidence of core HCPC values and behaviours- Standards of Proficiency for Social workers	Y		I, R
13	The ability to assess and record eligible and non-eligible needs, drawing on evidence based practice to inform responses.	Y		I
14	Willingness to 'roll sleeves up' and 'get stuck in.	Y		I, R
15	Strong interpersonal, written and oral communication skills	Y		I, R
16	The ability to take personal responsibility, a readiness to reflect and the ability to change, take risks, and work with a 'can do' attitude.	Y		A, I, R
17	Motivated, reliable, dependable, self-confident with an ability to work autonomously.	Y		A, I, R
18	Ability to work under pressure.	Y		A, I, R
19	Strong time management and organisational skills.	Y		A, I, R
20	High levels of integrity and honesty.	Y		A, I, R

21	Able to lead external relationships and can skilfully manage and maintain effective working relationships with parents and other stakeholders	Y		I
22	Speaks English fluently	Y		I
<b>Others</b>				
26	This post is subject to an enhanced DBS.	Y		A, I, R
27	The post holder must be committed to safeguarding the welfare of children.	Y		A, I, R

**Key to Evidence: A = Application**

**I = Interview**

**R = References**

## Job Description: School Social Worker and Child Protection Officer

<b>Grade / salary band:</b>	NJC Scale to be negotiated according to experience
<b>Line manager:</b>	Senior Leadership
<b>Posts directly supervised:</b>	Not applicable
<b>Main purpose of role</b>	
<ul style="list-style-type: none"> <li>• To safeguard and promote the wellbeing of vulnerable children and young people through the provision of high quality Social Work practice in assessment, interventions, care planning and review.</li> </ul>	
<b>Main accountabilities</b>	
<ul style="list-style-type: none"> <li>• Know the role and statutory duties of a social worker and understand how these may fit into an education setting.</li> <li>• To participate in effective partnership working and engagement and to work collaboratively with a range of organisations, statutory and voluntary in delivering services to children and young people.</li> <li>• To work in partnership with young people, their carers and significant others in undertaking assessments.</li> <li>• To ensure that the views of Children and Young People are listened to as part of any process undertaken.</li> <li>• To maintain the highest professional standards in the discharge of this post and to up hold the Code of Professional Practice.</li> </ul>	
<b>Core accountabilities</b>	
<ul style="list-style-type: none"> <li>• To act as the school's Child Protection Officer.</li> <li>• Undertaking assessments with children and their families/carers, identifying outcomes and where required developing care and support plans, which are monitored and reviewed;</li> <li>• Ensuring risks to children and others are assessed and balanced in a way that promotes empowerment, independence and choice;</li> <li>• Ensuring that the social inclusion of isolated and vulnerable children and young people is promoted;</li> <li>• Collaboration with other agencies is strengthened;</li> <li>• Ensuring that electronically held records, including case recordings, assessments, care and support plans and reviews are completed and/or updated in accordance with departmental policy and procedures;</li> </ul>	
<b>Assessment</b>	
<ul style="list-style-type: none"> <li>• Engaging in a structured conversation with those making initial enquiry of the service and evaluating any information given;</li> <li>• Giving information, advice/and or sign- posting to other services;</li> <li>• Applying eligibility criteria/thresholds to make a judgement on whether a referral is appropriate;</li> <li>• Assessing the urgency of response required to a referral;</li> <li>• Assessing the initial level of priority of a referral;</li> <li>• Making initial enquiries, e.g. other agencies, contacts;</li> </ul>	

- Accurately and fully recording referral information in accordance with departmental procedures;
- Ensuring the timely transfer of referral information in accordance with departmental procedures and time scales;
- Safeguarding the welfare of a vulnerable child at immediate risk of harm.
- Evaluating the nature of possible needs based on referral information and any previous records;
- Making enquiries, e.g. inter-agency contact;
- Making arrangements for an appointment and/or visit for assessment;
- Engaging in direct work with children and carer/s to carry out a proportionate assessment;
- Working with children and carers, social workers seek to enhance their problem-solving capabilities in a way that support maximum independence and choice;
- Considering with children/ young people individual's and carers, options to best meet the outcomes identified and assist in making informed decisions;
- Seeking to maximise the financial and material resources available to service users from all possible sources;
- Recording unmet need;
- Collating the findings of the assessment and completing assessment documentation in accordance with statutory guidance, legislation and departmental procedures and time-scales;
- Preparing court and other specialist reports in the required format;
- Ensuring that case file recording is completed in accordance with departmental policy and procedures and policy;
- Ensuring that electronically held records are completed and/or updated in accordance with departmental policy and procedures;
- Convening and/or attending inter-agency meetings/liaison, e.g. Child Protection Conferences, LAC Reviews and strategy meetings.

### **Planning and Managing Care**

- Promote the empowerment of children and carer/s through agreeing desired outcomes that promote independence;
- Agreeing a range of services to meet the identified outcome with children and carer/s;
- Obtaining appropriate management authorisation prior to the commencement of care and support plans;
- Negotiating, arranging and confirming resources with service providers to meet outcomes;
- Recording and disseminating care plan in accordance with statutory requirements, legislation and departmental procedures;
- Completing commissioning/contracting documentation in accordance with departmental policy and time scales;
- Identifying the risk of abuse, failure to protect, harm to self or others and assess the need for intervention in such situations;
- Participating in statutory processes to promote and protect the well-being of vulnerable children and/or adults including investigation where appropriate;
- To contribute operational knowledge and expertise to the process of service review and development as well as developing local implementation strategies for new legislation,

guidance and advice.

**Monitoring and Reviewing Provision**

- Arranging and co-ordinating review of the care and support plan;
- Engaging directly with children/families/carers/ in the review of the care and support plan and agreeing changes where necessary;
- Negotiating and agreeing changes to plan with providers and other agencies involved;
- Completing review documentation in accordance with departmental policy and time scales;
- Ensuring that children and families are aware of complaints procedures and advocacy services.

*Specific areas of responsibility allocated to the Deputy Headteacher will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the Academy. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.*

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

**Name:**

**Signature:**

**Date:**