Social Worker - Kinship Assessment Applicant Recruitment Pack

Sefton is a really great place to live and work



Sefton Council

Welcome

Hi,

We would like to thank you for your interest in the Social Work Post in the Kinship Assessment Team, within the Fostering Service.

Sefton Children's Social Care is an innovative, forward-thinking place to work where you will find a workforce full of caring and welcoming people who are committed to making a positive difference to the lives of our children and families. We have a supportive culture and excellent relationships with our multi-agency partners. The most recent Ofsted inspection August 2025 rated as Good.

This is an exciting and rewarding opportunity for an experienced social worker who enjoys and is highly skilled at undertaking assessments and is keen to play a big contribution in children and young people remaining within their family and friends' networks. You will thrive on being busy, being well organised and able to manage your time and workload effectively Being a Team player is essential.

Further information on the role can be found on page 7 below.
The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Simon Fisher
Service Manager, Fostering and Adoption

Sefton Council

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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

More recently, we are exceptionally proud to have been nominated and subsequently shortlisted by the Local Government Chronicle for the Most Improved Council 2026. These successes

reflect the dedication and professionalism of our teams and our focus on continuous improvement and our desire to make a difference across the communities within the Borough of Sefton.



Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.

For more information, please refer to our Equality, Diversity and Inclusion Strategy

Liverpool City Region Fair Employment Charter

Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

This is a well-established team, which sits within the fostering service. The Service has a settled and stable management team. The work of the team was acknowledged in the Ofsted ILACS inspection in 2025 and contributed to Services for Cared For children being rated as Good.

We are recruiting social workers to work in our Kinship Assessment team. The team undertakes viability assessments of family and friends, Regulation 24 assessments to assess suitability to become a temporary foster carer for immediate and emergency placements, full Kinship assessments/SGO assessments and occasional step-parent adoption assessments.

This is a fast-paced team with many of the deadlines being Court ordered and in recognition of this, successful applicants will receive a £2000 per annum market supplement on top of their salary (subject to review).

We are seeking experienced social workers who can hit the ground running, with experience of undertaking court related work, good quality child and family assessments, working to deadlines, being open and transparent with families, able to manage their time and workloads effectively and a good team player.

Previous experience in a fostering environment is desirable but not essential as your attitude, motivation, and transferable skills is what interests us.

Please note that in order to apply for this post you must be qualified and registered as a Social Worker with SWE and have post qualifying experience in safeguarding children.

Due to the nature of the role, working arrangements are fairly flexible.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.
- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Use of AI in Applications

- Sefton Council values authentic applications that reflect your own experiences, skills and motivations and that sound like you.
- AI tools can be used to support your application, such as helping you structure your answers or as a reasonable adjustment. However, your application should remain your own work and accurately represent your own experience and abilities.
- To ensure a fair and consistent recruitment process for all candidates, applications that appear to rely excessively on AI-generated content may not be shortlisted.

Application and Selection Information

The closing date for this vacancy is **Sunday 22nd November 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Tuesday 1st December 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.

Appendix A –

JOB DESCRIPTION

Post:	Senior Social Worker (Qualified and Experienced)		
Post Number:	Various	**JE Reference:**	315
Team:	Applies to all Qualified and Experienced Senior Social Workers in Children's Social Care		
Location:	Various		
Grade:	I (SCP 31-35)		

Responsible to:	Team Manager
Responsible for:	N/A

JOB PURPOSE

To contribute to the operational delivery of an effective Children's Social Care Service as part of a team responsible for safeguarding and promoting the welfare of vulnerable children and young people continuously improving outcomes.

To be responsible for social work provision including managing own caseload whilst managing the reputation of the Department and Council and complying with national and service procedures and guidance .

MAIN DUTIES

1. Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, reflecting the function of the team and Children's Social Care in accordance with policy, procedures, guidance and legislation.

2. Undertake work within legislative frameworks including the preparation of written statements and representations to the judiciary at Court hearings.

3. Be accountable for complex decision making in relation to caseloads ensuring professional judgement, evidence based tools, critical reflection and analysis to inform this.

4. Model critical reflection and evidence based decision making and support others in developing these.

5. Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities and the methods derived from them.

6. Identify and assess levels of risk and need (within statutory frameworks) in often complex situations. Deliver protective and/or supportive services for children at risk, in need and/or looked after. To maintain up to date assessments, care plans and reviews.

7. Be the lead practitioner from family lead planning, organising and multi agency partnership around the family to create positive outcomes for children, young people & families

8. Communicate skilfully and confidently in complex or high risk situations. Model and help others develop communication skills

9. Attend and represent the department at a range of multi-disciplinary forums and undertaking the role of Chair as required.

10. Undertake Achieving Best Evidence interviews as required.

11. Undertake direct work with children, young people and their families in line with Children in Need, Child Protection and Care plans.

12. Work co-operatively with colleagues and in partnership within the Council and across multi - agency boundaries.

13. Using Performance data and findings from audits and feedback from families and other professionals including complaints and compliments to continuously improve practice

14. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.

15. Take responsibility for obtaining regular professional supervision to ensure effective practice, reflection and career development.

16. Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice.

17. Take responsibility for the professional learning and development of self and others including participating in team meetings and contributing to the development of the team.

18. Be responsible for overseeing the management, teaching and assessment of social work students carrying out practice learning placements.

19. Ensure that reports are up to date, of a high quality and submitted according to appropriate timescales.

20. Ensure that expenditure on cases is properly authorised and recorded.

21. Be responsible for accurate, sensitive, timely and up to date data entry on all cases including:
    - data entry on ICS and any other electronic tools or database
    - data required for specific PIs/targets,

    Due consideration being given to any legal and human rights of the individuals concerned.

22. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.

23. Undertake any other duties as directed from time-to-time to meet the exigencies of the service.

GENERAL

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

This job description applies to a number of jobs within Children's Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

The post is customer-facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Date:	26th April 2024
Name:	Risthardh Hare
Designation:	Executive Director for Children's Social Care and Education

SEFTON COUNCIL – PEOPLE DIRECTORATE
PERSON SPECIFICATION

Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

Job Title: Social Worker (Qualified and Experienced)_ **Post Number:** Various

Criteria	Essential	Desirable	Assessment Method
Qualifications	SW Degree or equivalent Current registration with SWE		C C
Experience	Minimum 2 years post qualification experience in statutory Children's Social Care service		A/I
Demonstrable skills, knowledge and aptitudes	Knowledge of Children Act 1989 /2004, Adoption & Children Act 2002, Children and Young Persons Act 2008, other appropriate legislative frameworks, statutory guidance and processes for Looked After Children and Children subject to Child Protection Plans Knowledge of the Assessment Framework and other relevant assessment and planning tools. Knowledge of child development and family dynamics Ability to research, cascade and incorporate new guidance and procedure		A/I A/I A/I A/I

Demonstrable skills, knowledge and aptitudes continued	into work quickly and effectively; and use to inform professional decision making.		A/I
	Ability to demonstrate advanced skill level in applying needs-led assessment and planning.		A/I
	Ability to demonstrate in-depth knowledge of theory and practice of care assessment.		A/I
	Ability to develop practical and procedural knowledge across a defined specialist area.		A/I
	Ability to apply critical reflection and analysis to complex case.		A/I
	Ability to demonstrate effectively the role of a Corporate Parent.		A/I
	Ability to make informed child centred judgments.		A/I
	Ability to communicate effectively and undertake direct work with children and young people.		A/I
	Ability to produce excellent child centred and outcome focused reports and plans.		A/I
	Ability to demonstrate excellent organisational skills and to prioritise and manage fluctuating caseloads.		A/I

	Ability to effectively undertake partnership working with children, young people and families. Ability to meet the demands of the service and produce work to a high standard within set timescales. Ability to be solution focused in relation to case work and service development, resolving familiar routine problems autonomously. Ability to recognise and promote safety, health, wellbeing and emotional resilience for both self and colleagues. Ability to follow through on agreements with children, young people and families and demonstrate client empathy. Ability to take advantage of, and use, information technology, including ICS. Ability to work within professional and ethical standards including the SWE Standards of Conduct for Social Workers.		A/I A/I A/I A/I
Special requirements	This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act;	This post is designated casual car user.	C

	the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.		
Other	Ability to demonstrate a commitment to own professional development and that of other colleagues Ability to understand and demonstrate a commitment to equality and diversity. Must be legally entitled to work in the UK. The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time.		A/I A/I C