

Department: Adults & Communities  
Contact Officer: Uma Macarov  
Telephone: 01753 690860

November 2018

Dear Applicant

**Post: Social Worker (Community Team for People with Learning Disabilities; CTPLD)**

Thank you for the interest you have shown in this opportunity to work at Slough Borough Council.

People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives. Our vision is to make a difference to our communities and our environment by taking pride in Slough. All of our employees, whatever their job, contribute to delivering services to local people - either directly, or by supporting colleagues. Join our team at Slough Borough Council and see why we are proud to be Slough.

This Information Job Pack gives a full explanation of the job and working at Slough Borough Council, which I hope will encourage you to apply for the post.

To apply please complete an application form and send it by email to [recruitment@slough.gov.uk](mailto:recruitment@slough.gov.uk) or post it to the Recruitment Team, Slough Borough Council, Arvato public sector services, Phoenix 1, 59-63 Farnham Road, Slough SL1 3TN

**This is an open advertisement and interviews will be held following receipt and assessment of suitable applications.**

If you would like to discuss this position on an informal basis please contact me on 01753 690860.

I look forward to receiving an application from you.

Yours faithfully

Uma Macarov  
**Team Manager**  
**Community Team for People with Learning Disabilities**

## How to Apply

### KEY DATES

**This is an open advert and interviews will be held following receipt and assessment of suitable applications.**

To apply for this post you must complete a Slough Borough Council **application form**. You may submit a CV in addition to your application form. Please note that a CV alone will not be accepted as they do not meet our assessment criteria and commitment to equal opportunities.

### Completing Application Forms

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

It is important that you complete ALL sections of the application form; you can attach additional information if you wish.

### Recruitment Monitoring Form

Please complete our Recruitment Monitoring Form as this provides us with important information to monitor the process of the appointment of individuals under current legislation and our equal opportunities policy. This form will be separated from your application form and will not be used for shortlisting or selection purposes.

### Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered. Application forms should be returned by:

- a) **E-mail: [recruitment@slough.gov.uk](mailto:recruitment@slough.gov.uk)**
- b) **Post: Recruitment Team, Human Resources, Slough Borough Council, Arvato public sector services, Phoenix 1, 59-63 Farnham Road, Slough SL1 3TN**

### Further Information

Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (01753) 875074, at Slough Borough Council.

### Next Steps

If you are selected for interview we will contact you by telephone and confirm the details in writing.

If you have not heard from us within 4 weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful.

# Why we are proud to be Slough

## Your career

Our employees choose to work in Slough because it offers many opportunities to develop your career and enhance your skills in an area that has much to offer.

We offer a range of benefits including:

- Local Government pension scheme
- Flexible working
- Health promotion days
- Discounted gym membership
- Access to learning and development

**Our vision is** “People are proud to live in Slough where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives.”

## The Borough

Slough Wellbeing Board is our umbrella partnership, bringing together local decision makers in a holistic approach to improve the wellbeing of communities. The Board oversees Slough Joint Wellbeing Strategy, which was agreed in 2013.

The wellbeing strategy has five priorities:

- Economy and Skills
- Health and Wellbeing
- Housing
- Regeneration and Environment
- Safer Communities

## World-class businesses

Slough is an important commercial centre and we have Europe's largest trading estate in single ownership and a thriving and growing town centre. A wide range of well-known companies have their base in Slough.

Slough shares many similarities with some London boroughs and has an exciting cultural centre, with emerging young talent joining the more established cultural industries to create new and exciting work and leisure opportunities.

## Culture in Slough

Slough has a population of 147,187 people and is a culturally diverse town with a range of communities. Two thirds of our population are from black and minority ethnic communities and the borough has a younger than average population structure.

Slough has many parks, open spaces and waterways to complement the urban feel of the town.

The town centre has two indoor shopping complexes. The pedestrianised piazza is the platform for entertainment, events and festivals in the town and is surrounded by more than 300 shops, restaurants and pubs. The diverse cultures of Slough offer an exciting mix and range of restaurants, serving most foods.

## Well connected

Slough is integrated into the heart of the UK transport and communications network, located between the M4, M40 and the M25. Slough is in the M4 corridor, close to Heathrow Airport and within easy access of the M40 to the Midlands, the M1 to the North, the M3 to the South and the M25. Trains run from Paddington to Slough Station every 15 minutes.

With more than 3,500 parking spaces in the town centre, people from around the region are choosing to come to Slough for work, culture or life.

## **SLOUGH BOROUGH COUNCIL JOB DESCRIPTION**

**Effective Date:** 14<sup>th</sup> July 2017  
**Post Level:** 7  
**Job Evaluation No:** 1071 (Slotted)

**JOB TITLE:** Social Worker

**RESPONSIBLE TO:** Practice Lead

### **RESPONSIBLE FOR:**

To work generically within a team of qualified and unqualified staff within Adult Social Care, in order to deliver the key strategic aims of the organisation and to ensure that people have access to a high quality service. To ensure high quality outcomes for Adults through effective working in the community. Further responsibilities are:

- Working closely within the team to provide good outcomes for service users.
- Making appropriate decisions within their remit
- Demonstrating the ability to work as an autonomous professional, exercising their own professional judgement.
- Management of a varied and sometimes complex case load
- Undertaking capacity building work with service users, families, community groups and organisations.
- Co-working with partners to ensure objectives are secured and improved outcomes for adults can be evidenced
- Supporting the development of Social Work Assistants
- Assisting and contributing towards preparations for inspection
- Ensuring that all records are accurate, comprehensive and comprehensible in accordance with applicable legislation, protocols and guidelines.

**Number of reports:** N/A

### **MAIN PURPOSE OF JOB:**

1. To facilitate and support service users to undertake supported self assessments and make informed choices about the services they receive.
2. To work with individuals and be able to undertake assessments of risk, need and capacity, responding appropriately when necessary.
3. To understand the key concepts of the knowledge base relevant to Social Work. To have an excellent working knowledge of the Mental Capacity act, Continuing Health Care and Safeguarding practice.
4. To facilitate service users in the identification of services within the community and purchasing of services on their behalf to meet both their short term and long term needs
5. To understand the key concepts of Telecare and how these apply to keeping people safe in the community. To ensure the safe use of equipment & adaptations and teach service users/carers to safely use the equipment. To ensure that all work complies with relevant legislation, policy and guidance on safe working practice.

6. To refer, liaise, consult and work effectively with other professionals in order to identify and meet service user / carers needs e.g. Social Care Staff, NRS Equipment Service, Health Care professionals, Housing Partners, Home Improvement Agencies and contractors.
7. To positively contribute to the achievement of joint working practice within integrated care teams and across departments.
8. To facilitate service users and carers in the identification of assessment and support plans using appropriate tools to enable validation.
9. To ensure financial competency in relation to support planning and SBC charging policy.
10. To hold a caseload of a level of complexity and provide case management, guidance, support and expert advice to social care staff and students, as and when required.
11. To ensure a high level of data quality for all information recorded, ensuring that the information is timely, accurate and complete.
12. To routinely liaise with the finance and benefits team (FAB) and ensure Service User compliance with the Slough Borough Council charging process.
13. To record, investigate and respond to safeguarding work, complaints and compliments, and provide detailed and professional responses in accordance with relevant standards and time frames.
14. To contribute to the enhancement of practice in the department, both individually and within the team. To engage in evidence based practice, evaluate practice systematically and participate in audit procedures.

### **Specific Features of Social Worker role in CTPLD:**

To ensure on-going work, care plans and care packages are reviewed in accordance with Departmental policies, contractual agreements and in liaison with appropriate colleagues, partner agencies and service providers.

Determine any issues relating to a client's circumstances (including family and carer arrangements) to ensure that the relevant parties are involved and that the circumstances are reflected in conjunction with a client's right to choice and control over how their needs and capabilities are reflected in their assessments and reviews.

To participate in the maintenance of Access Rota as required.

To participate in activities which support and promote the development of the Learning Disability Team.

## Person Specification

### Social Worker

	Description	Essential/ Desirable		Method Application Interview Test
<b>Experience</b>	Experience of working with a range of partners in an appropriate Health or Social Care Setting	Essential	✓✓	A/I
	Experience of undertaking risk assessments, Mental Capacity & Best Interests assessments	Essential	✓✓	A/I
	Experience of Personalisation and Self-Directed Support	Essential	✓✓	A/I
	Experience of balancing complex workloads, setting priorities and making decisions	Essential	✓✓	A/I
	Experience of working with people with Learning Disabilities	Essential	✓✓	A/I
<b>Knowledge</b>	Working knowledge of the relevant legislation and theories underpinning the provision of services to the relevant client group	Essential	✓✓	A/I
	Working understanding of the statutory framework relating to the assessment of need and provision of services for people with Learning Disabilities	Essential	✓✓	A/I
	Good working knowledge of directorate and corporate policies, procedures and practice including safeguarding procedures.	Essential	✓✓	A/I
	Good understanding of joint working with partner agencies	Essential	✓✓	A/I
	Working knowledge of financial procedures appropriate to the job	Essential	✓✓	A/I
	Working knowledge of Mental Capacity Act	Essential	✓✓	A/I
	Awareness of data protection and confidentiality issues	Essential	✓✓	A/I

	Description	Essential/ Desirable		Method Application Interview Test
	Awareness of legislation relating to equal opportunities and a commitment to equality and diversity	Essential	✓✓	A/I
<b>Skills &amp; Abilities</b>	Effective interpersonal skills in order to communicate effectively with service users, colleagues and partner agencies.	Essential	✓✓	A/I
	Ability to plan, prioritise and work effectively	Essential	✓✓	A/I
	An ability to be sensitive to the needs of Slough's ethnically and culturally diverse community	Essential	✓✓	A/I
	Ability to work within a changing environment providing services to vulnerable clients	Essential	✓✓	A/I
	An ability to develop effective relationships with other staff, partner agencies and the public.	Essential	✓✓	A/I
	Ability to carry out personalised assessments including risk assessments, Mental Capacity and Best Interests Assessments.	Essential	✓✓	A/I
	To keep high standards of personal and professional conduct and professional appearance	Essential	✓✓	A/I
<b>Qualifications</b>	Relevant degree, related professional qualification (e.g. Social Work, Occupational Therapy or Nursing)	Essential	✓✓	A
	Current registration with Health & Care Professions Council (HCPC)	Essential	✓✓	A
	Full UK Driving Licence and access to daily use of a car	Essential	✓✓	A
	Post Qualification Attainment	Desirable		A/I

## Main Conditions Of Service

### PERMANENT EMPLOYEES CONTRACT

**DATE:** November 2018

**DIRECTORATE:** Adults & Communities

**JOB TITLE:** Social Worker (Community Team for People with Learning Disabilities)

#### Level

Level 7, SCP 36 to 41, £32,233 to £37,107 per annum, exclusive of local weighting allowance. A local weighting allowance of £908 is also payable.

#### Payment of Salary

Your salary will be paid monthly in twelve equal payments into a bank, giro bank or building society account of your choice. This will be on or about the last working day of the month.

Annual increments are paid on 1<sup>st</sup> April each year subject to six months' service and satisfactory performance.

#### Annual Leave

Annual leave entitlement inclusive of extra-statutory and concessionary days is as follows:-

<b>Complete year's entitlement</b>		
<b>Up to 2 years' local government continuous service as at 1<sup>st</sup> April</b>	<b>More than 2 years' but less than 5 years' local government continuous service as at 1<sup>st</sup> April</b>	<b>More than 5 years' local government continuous service as at 1<sup>st</sup> April</b>
25 days	29 days	32 days

#### Hours of Work

37 hours a week.

The Council supports a range of flexible working arrangements to promote work-life balance dependant on the operational needs of each service.

#### Pension

Unless you specifically opt out in writing, you will automatically become a member of the Local Government Pension Scheme (LGPS). Further details are available from the council or you can link to the website for a Guide for Thinking of joining <https://www.lgpsmember.org/thinking-joining.php>. Further information on the pension scheme can be found under <https://www.lgpsmember.org/index.php>

The LGPS offers you the flexibility to pay half your normal contribution rate and build up half your normal pension whilst retaining full life and ill-health cover. The contribution rates can be found under, <https://www.lgpsmember.org/arm/already-member-contsf.php>.

You may choose to remain in or arrange your own personal pension plan (PPP), or remain in the State Earnings Related Pension Scheme (SERPS).

## **Allowances**

### **Mileage allowances**

The Council will reimburse all business mileage undertaken, whether inside or outside the borough, in accordance with HM Revenue and Customs rates. Currently this will be paid at 45p/mile for the first 10,000 business miles in the tax year and 25p for each business mile over 10,000 miles in the tax year. All mileage claims need to be supported by VAT receipts.

Business mileage undertaken by motorcycle or bicycle, whether inside or outside the borough, will be paid in accordance with HM Revenue and Customs rates, ie for motorcycles 24p per mile (claims to be supported by VAT receipts) and for bicycles (claims to be submitted) 20p per mile.

Once any employee hits 1,000 business miles or more in any one tax year a lump sum of £1,000 will be paid. This rate will be up-rated in line with NJC annual pay award.

These provisions are subject to review, variation and discontinuance at the Council's discretion and/or in the light of operational needs.

All employees who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

### **Evening Meetings**

You will be paid an allowance if you have to attend approved evening council meetings.

These are meetings are usually held at/or after 6pm, called by a Committee Clerk and attended by one or more councillor.

For other evening attendance time off in lieu will be granted unless there has been specific approval for the payment of overtime.

You will be paid for each evening on which you attend a meeting at the prevailing rate. This will not be counted as part your contractual hours of work.

### **Telephone allowance**

In certain cases, the council will pay the rental charge and the cost of business calls.

### **Professional subscriptions**

The Council will reimburse you for the cost of one professional subscription per annum if agreed by your Director as relevant and necessary to the fulfilment of your duties.

### **Other payments**

Other payments may be made for additional work, outstanding performance, temporary cover for senior employees and other special circumstances.

### **Smoke Free**

Slough Borough Council is a Smoke Free Council and smoking is not permitted within any Council premises, non-residential buildings and Council Vehicles.

### **Health Assessment**

The Council believes that screening new employees is an important management process and therefore you will be asked to complete a Health Assessment Questionnaire, however this is not a condition of employment. As part of this process we may ask you to take a medical examination if the council's medical adviser feels it is necessary to the position. Certain key employees are medically examined periodically. The council will pay for this.

### **Probationary period**

**Six months** - during this period you will be covered by the Council's Probationary Policy and Procedure. Your work performance will be monitored closely and you will be expected to demonstrate your suitability for the post.

### **Political restrictions**

This post is not politically restricted under the Local Government and Housing Act 1989.

If it is a restricted post, this means that you can be a member of a political party but cannot hold office for that party or stand for election as a councillor or MP.

### **Period of Notice**

The written notice that you must give the Council is:

<b>Levels</b>	<b>Notice Period</b>
5-7	8 weeks

### **Disclosure and Barring Service (DBS)**

#### **(The Rehabilitation of Offenders Act 1974)**

Posts which involve working with children or vulnerable groups are covered by the Rehabilitation of Offenders Act 1974(Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. If this post involves working with children it is also covered by the protection of Children Act 1999.

**The DBS has been set up by the government to ensure safer recruitment practice to protect children and vulnerable adults.** Two types of checks are available; Standard and Enhanced. *A caution or conviction will not necessarily bar you from obtaining employment.* The Disclosure that will be required for this post is **ENHANCED..**

Prior to any offer of employment being made you will be required to complete a Disclosure application form. On this form you will need to declare ALL UNSPENT CAUTIONS, BIND OVER ORDERS & CONVICTIONS. All information given will be treated as strictly confidential and will be stored securely.

Once completed this disclosure form will be sent to the DBS. The DBS searches police records and, in relevant cases, barred list information, and then issues a DBS certificate to you. You will need to produce this copy to Slough Borough Council to help us make an informed recruitment decision.

We will consider any previous offences in accordance with our Equal Opportunities policy. There are, however, certain offences which will restrict you from working with children under the regulations made under the Protection of Children's Act 1999, including Schedule 1 offences such as sexual and violent offences.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to

disclose information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the DBS direct on 0870 90 90 811 or visit their website at [www.homeoffice.gov.uk/dba](http://www.homeoffice.gov.uk/dba)

If you do take up employment it is necessary for you to inform your Line Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

**Important:** We will report all persons to the relevant authorities who attempt to obtain employment whilst they are disqualified from working with children or vulnerable adults.

### **Standard DBS check**

Standard checks contain details of an individuals convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions. These are shown on a criminal records check. Disclosures may also be sought for people entering certain professions such as legal and accountancy

### **Enhanced DBS check**

An enhanced check contains the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for.

An enhanced check with information from the DBS's children's and/or adults barred list is only available for those individuals engaged in regulated activity with children and/or adults and a small number of posts as listed in the Police Act regulations.

## **Data Protection Act**

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation.

## **Equality Act 2010**

This Act protects people with disabilities from unlawful discrimination. The Council operates a "Guaranteed Interview Scheme" for applicants who declare they have a 'disability' (as defined by the Equality Act 2010. Any 'disabled' applicant who meets the essential criteria for the job will be offered an interview.

### *Definition of Disability*

The definition of disability, as outlined in the Equality Act 2010 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Act,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial, that is something more than minor or trivial.
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

And

- It must affect normal day-to-day activities at work on a regular basis

## **Equal Opportunities in Employment**

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010. In addition, the Council also recognises trade union membership and activity or any other reason which cannot be shown to be justified which will also result in grounds for unfair discrimination.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular the Council aims for its workforce to be representative of the local population of whom over a third are of ethnic minority origin.

The Council continually monitors this policy to assess its effectiveness.

## **Feedback**

Anyone who applies for a job with Slough Borough Council and is unsuccessful can arrange for verbal feedback to be given by contacting the Chair of the shortlisting / interview panel.

## **Interview Expenses**

Reasonable out of pocket expenses will be reimbursed when attending for interview; travelling expenses are limited to 2nd class rail/bus fare. Mileage is reimbursed at a rate of 19.8p per mile. Candidates will be sent their expenses by cheque after the interview. If a candidate is invited from overseas, travel expenses will be calculated from the nearest airport/ seaport in this country.

## **Pre-Employment Screening**

It is our policy to carry out checks to confirm the details on the application form/CV. False information which results in an appointment will render the individual liable to dismissal without notice.

- **Proof of Qualifications**

You will be asked to produce certificates confirming your qualifications or membership of professional bodies that are stated in your application form/CV.

- **References**

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

- **Work Permit**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence. You will be asked to submit all marriage/relevant certificates in cases where you have changed your name, and previous address details.

## The Advertisement

'People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives'.

### **Social Workers (CTPLD)** **£33,141 - £38,015 per annum, fully inclusive**

Working at the forefront of our vibrant Adults and Communities Directorate, you'll be vital to delivering the council's responsibilities for people with learning disabilities within the Care Act in our entrepreneurial and enabling community. Our high performing team welcomes people with a high degree of flexibility and creativity and a positive, forward-thinking attitude. We have excellent professional development programmes for staff and opportunities to build a rewarding career in this exciting sector.

A relevant professional qualification is essential to work in a multi-disciplinary team and manage a complex and varied caseload. You'll have experience of supporting people with learning disabilities to be as independent as possible as part of their community.

If you have experience of delivering innovative support plans with people with Learning Disabilities, a working knowledge of the Mental Capacity Act and experience of Safeguarding adults at risk, then we would welcome an application from you. We particularly welcome applicants who are Best Interest Assessors.

Join us to help deliver these services and in return we offer a generous pension scheme, further training and development and the opportunity for internal progression.

For an informal discussion about the above posts please contact, Uma Macarov, Team Manager on 01753 690860.

**This is an open advert and interviews will be held following receipt and assessment of suitable applications**

Apply for this job on-line at [www.slough.gov.uk/jobs](http://www.slough.gov.uk/jobs). Alternatively email [recruitment@slough.gov.uk](mailto:recruitment@slough.gov.uk) or call our 24 hour message line on 01753 875074 for a pack, outlining the reference number above. Minicom service on 01753 875030

***We value diversity.***

