

BISHOP CHALLONER CATHOLIC COLLEGE



JOB VACANCY

SSWIS Project Co-ordinator

Principal - Dr J Coughlan

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CES Application Form for Support Staff

(see separate Word document)

CES Recruitment Monitoring Form

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JOB ADVERT



Vacancy: SSWIS (Student Social Worker in Schools) Project Co-ordinator

Grade/Salary: Grade 4 Full time: £32,076 - £39,186. Pro Rata for TT+1, 22.5/week = £17,796 - £21,741

Hours: 22.5 hours per week, term time only, plus 5 days

(Full time may be considered, this would include additional in school responsibilities)

Start date: as soon as possible

Contract type - 12-month initial contract

NOR 1,224 including 237 in Sixth Form

Contact- d.hearnden@bishopchalloner.bham.sch.uk for more details or to discuss your application

Bishop Challoner Catholic College is seeking a hardworking individual to co-ordinate our well established and highly successful SSWIS (Student Social Worker in Schools) Project.

Bishop Challoner is a very successful, heavily over-subscribed mixed 11-19 Catholic comprehensive school in the South of Birmingham. We were designated one of the first 100 Teaching Schools in the country and we are also a lead school for the Central Maths Hub, the Central Midland Science Learning Partnership, the Schools Sports Partnership and most recently, the Central Computing Hub. This is a measure of the high achievements of the school and its excellence in training and developing staff.

The SSWIS Project is a well-established and successful project enjoying long standing working relationships with a number of universities providing students with placement opportunities in schools and further education settings across the West Midlands.

We are looking for an enthusiastic, hardworking and flexible individual who will co-ordinate the project and work alongside an experienced Project Manager. The ideal candidate will work with a wide range of stakeholders, including potential social work students, university social work teams, practice educators, schools and colleges and other groups as required, developing sourcing practice learning with practice partners. The successful candidate will be expected to market and grow the project further, building on the solid working relationships and foundations that are already in place.

Experience of working within a social work setting, previous work in an educational setting would be desirable. This post would suit a candidate looking for a social work challenge with a flexible working pattern.

Whilst this post is part time, full time may be considered. Full time hours would include additional in school responsibilities working directly with students and families.

Bishop Challoner is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. All short-listed applicants will be subject to a Google Search (**Safer Recruitment Guidelines**). The successful applicant will be required to undertake an enhanced DBS check.

For an application pack, please visit our website www.bishopchalloner.org.uk/vacancies or contact Louise Furlong, Safeguarding and Recruitment Administrator on 0121 444 4161. Please note that we do not accept CV's and that all applications must be on the CES support application form.

Employment on a self-employed basis may also be considered.

Email completed applications to Louise Furlong at: recruitment@bishopchalloner.bham.sch.uk by the closing date.

Closing date for applications is Monday 18th December, 10 am.

JOB DESCRIPTION



Post:	SSWIS Project Co-ordinator
Reports to:	Student Support Manager/Vice Principal
Salary:	Pro Rata for TT+1 22.5/week £17,796 - £21,741 (Grade 4)
Hours:	22.5 hours per week, term time only, plus 5 days (full time may be considered)
Start date:	As soon as possible

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

Main areas of responsibility

General:

- To coordinate the Student Social Worker placements into schools and colleges across the West Midlands.
- To work with the universities Social Work teams.
- To prepare Students Social Worker for placement, arranging and attending induction meetings.
- To work collaboratively with placement providers, universities and students.
- To support, supervise and assess students when on placement.
- The post holder will be a qualified Social Worker and will be registered with Social Work England.
- The post holder will undertake continuous professional development, including training toward a Practice Educator with PE Stage 1 and 2 Award.
- The post holder must have good interpersonal and communication skills, which are essential in supporting placements.
- The post holder will be required to build strong working relationships with external partners.
- Enthusiasm and commitment to supporting students is an essential component of the role.
- Collaborate with the universities teams in the review and development of the placement process.
- To participate in quality assurance monitoring activities in relation to placements.
- To act as Skills Coach, delivering workshops to support students in their learning and development.
- To support the assessment and reporting process of students
- To attend, where necessary, action planning and cause for concern meetings for all student placements.
- Take part in relevant internal regular review meetings.
- Actively follow and promote university and placement policies.
- The post holder will be responsible for developing marketing and promotional materials to further promote the SSWIS project and generate new business leads.
- Present yearly budget results and make forecasts for future accounting periods

PERSON SPECIFICATION



Post- SSWIS Project Co-ordinator

Qualities and Attributes	Essential	Desirable
Qualifications/Education		
GCSEs (or equivalent) in English and Maths at minimum grade C or Level 4	✓	
A levels or equivalent	✓	
Social Work Degree or equivalent and be registered with Social Work England	✓	
Support the Catholic ethos of the school	✓	
Designated Safeguarding Lead (DSL)		✓
Mental Health First Aider		✓
Knowledge/Experience		
Knowledge of Social Work Law, including current safeguarding guidance: Keeping Children Safe in Education; frameworks and policies	✓	
Knowledge of the Professional Capabilities Framework (PCF)	✓	
Experience of working in a school/college environment		✓
Experience of working with young people in a front facing role	✓	
Experience of supporting vulnerable young people in an educational setting		✓
Experience of working as part of a team	✓	
Experience of working with outside agencies	✓	
Experience of administrative and record keeping procedures with evidence of capability to work on own initiative	✓	
Knowledge of local authority attendance procedures	✓	✓
Skills/Abilities		
Travel is an essential part of the job being advertised, full driving license and own transport		✓
Ability to work with wide range of clients, including students, University Social Work teams, Practice Educators, Schools and Colleges	✓	
Flexible approach to working	✓	

Ability to show patience and empathy	✓	
Approachable and supportive	✓	
Ability to prioritise own workload in a fast paced environment	✓	
Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers and outside agencies	✓	
Strong organisational and time-management skills	✓	
Accuracy and attention to detail	✓	
Ability to problem solve and use initiative	✓	
Provide a good level of service to all stakeholders	✓	
Excellent IT skills including Microsoft Word, Outlook and Excel	✓	
Marketing/social media networking experience		✓