

Job Description

Job Title: ASYE Assessor (Social Work)

Directorate: Learning and Development, HR Services, Customer and Digital Services

Reports to: Social Care L&D Business Partner

Overall purpose of the job

The Assessed and Supported Year in Employment (ASYE) is a 12-month employment-based programme of support and assessment for newly qualified social workers (NQSWs).

The ASYE programme is a national framework that supports NQSWs to consolidate their degree learning, develop capability and strengthen their professional confidence in an employment environment, while being assessed against the post-qualification standards (KSS) and the Professional Capability Framework (PCF).

The postholder will be responsible for and lead the assessment of NQSWs progressing through the ASYE. The postholder will lead the councils ASYE offer and will liaise with key partners, including the NQSWs team manager/work-based supervisor and commissioned external training provider.

Typically, ASYE Assessors will be supporting between 10 -12 NQSWs at any given time. Participation in the ASYE programme supports NQSWs to consolidate their degree learning, develop capability and strengthen their professional confidence in an employment environment, while being assessed against the post-qualification standards (KSS). To support this the postholder will also facilitate group supervisions and deliver learning and development opportunities through NQSW Action Learning Sets.

The postholder will be a registered and qualified social worker and a Practice Educator (PEPS2) engaged in assessing, supporting, mentoring, and developing a range of innovative training and learning opportunities to help NQSWs complete their professional development requirements in their first year of practice after qualifying.

Main accountabilities

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| 1. | LEARNING AND DEVELOPMENT OPPORTUNITIES Identify, direct, support and deliver a programme of ASYE related training events, workshops, action learning sets, group supervision etc. that are specific to the ASYE programme plus other relevant training appropriate to the NQSW's learning and development needs and against the prescribed competencies associated with the post-qualifying standards Knowledge and Skills Statements (KSS) ensuring that the programme meets both the learners, employers, and national expectations. |
| 2. | ASSESSMENT Complete the Support and Assessment Agreement for each NQSW. Undertaking the timely assessment and completion of reports for NQSWs against the Knowledge and Skills Statements (KSS) and Professional Capabilities Framework (PCF), as part of their ASYE using the Skills for Care ASYE documentation. This will involve the use of expert knowledge in the holistic assessment of NQSWs over 12 months of ASYE and finally after reviewing all the evidence recommending to the chair of the ASYE moderation panel whether they pass their ASYE. |

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| | <p>Undertake regular reviews as required by the programme and complete the relevant part of the record of support and progressive assessment (RSPA) at 3, 6 and 12 months</p> <p>Evaluate the NQSW's evidence of progression and assess the NQSW's development against the PQS, KSS and PCF.</p> <p>Undertake and provide observer feedback reports on at least two of the (minimum three) direct observations – unless there is a clear rationale why this is not achievable.</p> |
| 3. | <p>SUPPORT / SUPERVISION PROVIDED</p> <p>Provide weekly supervision during the first six weeks of the programme, then fortnightly up to six months, thereafter, provide monthly supervision and offer informal supervision as/when required.</p> <p>All supervision of NQSWs is in accordance with Skills for Care requirements, so that they are reflective and productive, and used effectively to promote professional development, focused on:</p> <ul style="list-style-type: none"> • Support the NQSW to engage in continuous critical reflection and learning about the quality of their professional recording and implement change as a result. • Support the NQSW to engage in continuous critical reflection and learning about the quality of their professional practice and demonstrate that their recording is of the standard required by the organisation. <p>Support, monitor and guide up to 12 NQSWs during their 12-month programme. This will be on a one-to-one basis or in groups to explore practice development as outlined in the PQS/KSS and PCFs for NQSWs.</p> <p>The ASYE Assessor will work with the NQSWs line manager to:</p> <ul style="list-style-type: none"> • Provide details of the selection of all allocated cases (numbers and complexity) – bearing in mind the NQSW's development needs. • Liaise with the NQSW's line manager about the workload and selection of cases for allocation to the NQSW so that it meets the programme's guidance on a reduction in workload (10%). • Monitor the management of 10% of the NQSW's time set aside for undertaking learning and development activities. • Advocate that the NQSW receives their protected development time and monitoring the management of this time. • Support the NQSW to be released to attend ASYE related training events, workshops, action learning sets, group supervision etc. that are specific to the ASYE programme plus other relevant training appropriate to the NQSW's learning and development needs. |
| 4. | <p>FEEDBACK / LEARNER OFF TRACK</p> <p>Provide regular developmental feedback to the NQSW and where performance is below expected levels to provide a clear plan which outlines the relevant standards that are not being met. This can be through an informal or formal action plan with timescales which are outlined using the ASYE Personal Development Plan. The ASYE Assessor will use the 'Supporting NQSW Development' guidance and liaise with the line manager and HR. The ASYE Assessor will have regular discussions with the ASYE and use these discussions to define what performance is expected, outline any improvements required and to give constructive feedback. If the NQSW is assessed as continuing to underperform the Assessor will work with the line manager to move to a Formal Performance Plan (PIP).</p> |

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| | Successful completion of the ASYE year is a contractual requirement for all NQSWs. |
| 5. | FUNDING In agreement with the budget manager develop and implement proposals to maximise the value achieved from the ASYE funding received, this could include the commissioning of external suppliers to deliver specialist learning and managing contract performance through tracking contract Key Performance Indicators Manage the Skills for Care ASYE Portal, ensuring that NQSWs are registered, and appropriate funding is claimed from Skills for Care. |
| 6. | PEER QUALITY ASSURANCE Review and critique ASYE reports, providing constructive feedback to other ASYE assessor colleagues and sharing examples of good practice |
| 7. | CPD / SOCIAL WORK PRACTICE Improve the quality of social work practice by maintaining high standards, achieving an ethos of continual learning and evidence informed practice. Maintain up-to-date knowledge of research findings, legislation, statutory guidance, and policy developments relevant to the service area and practice learning. Which will enable the NQSW to be appropriately monitored and assessed against the framework as outlined by Skills for Care. |
| 8. | EDI Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role. |

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

| Qualifications Required | Subject | Essential/ Desirable |
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| Social Work qualification (post 2 years) | Social Work | Essential |
| Social Work England registration | Social Work | Essential |
| Practice Educator Professional Standards Stage 2 (PEPS2) | Social Work | Essential (or willingness to work towards) |

Minimum levels of knowledge, skills and experience required for this job

| Identify | Describe | Essential/ Desirable |
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| Knowledge | | |
| Social Work Theory | Up-to-date knowledge of the changing contexts, research, practice theories and statutory procedures that govern your practice area of work at a local and national level and to implement these within the team and across the service | Essential |
| Social Work | Substantial social work experience and /or currently working as a qualified social worker | Essential |
| Social Work | Knowledge of social work practice within one or more defined service user groups and how it pertains directly to these groups. This should include reference to Law, knowledge and skills, good practice, research etc | Essential |
| Skills | | |
| Supervision | Experience of working with learners, including completing direct observations and assessments of practice. | Essential |
| Communication | Excellent and effective communication skills including the ability to produce clear and accurate written materials, lesson plans etc. Provide clear and constructive feedback to learners | Essential |
| Analysis, judgement, and decision making | Concise analysis of information for reports Ability and professional judgement to verify that the NQSWs capability is in accordance with the nine domains of the PCF and meets the KSS/PQS for NQSWs. Complete a final holistic assessment practice report indicating a clear PASS or FAIL recommendation based on the evidence collated throughout the period of the ASYE. The final assessment should provide evidence of progression by the NQSW across the course of the ASYE year. | Essential |
| Time management | Good organisational skills and the ability to prioritise, and able to meet deadlines | Essential |
| IT Skills | IT competent in Microsoft products | Desirable |
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| Experience | | |
| Social Work | Experience of collaborating with learners, including completing direct observations and assessments of practice. | Essential |
| Social Work Practice Learning | Experience of delivering critical reflective supervision to NQSWs, or other learners, on the work they carry out to help them increase their confidence in exercising professional judgement in the work they undertake | Essential |
| Equality, Diversity and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | |
| Safeguarding (include for roles working with children/vulnerable adults) | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | |

Disclosure level

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| What disclosure level is required for this post? | None | Standard |
| | Enhanced | Enhanced with barred list checks |

Work type

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid | Field | Remote | Mobile |
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