



Job description	
Job title	Adoption Social Worker
Grade	Grade L SCP 32-33
Directorate	Early Years and Children's Regulated services
Section/team	Adoption Recruitment and Assessment Team, Adoption in Merseyside
Accountable to	Adoption Manager, Recruitment and Assessment Team
Responsible for	Recruitment, assessment, preparation, matching and support.
Date reviewed	March 2025

### Purpose of the Job

To ensure that prospective adopters are robustly prepared and assessed as suitable to adopt.

To ensure that children who have a plan for adoption are matched with an adoptive family.

To supervise and support the adoptive placement up to the making of the Adoption Order.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### Duties and responsibilities

- Hold and effectively manage a caseload of adopters and prospective adopters in accordance with policy, procedures, guidance and legislation.
- Be accountable for complex decision making in relation to allocated cases ensuring professional judgement, evidence-based tools, critical reflection and analysis is used to inform this.
- Identify and assess levels of risk and need in often complex situations, ensuring that the safety and welfare of children is paramount.
- To prepare reports within set timescales for the Adoption Panel in order for the child to be formally matched with his/her adoptive family.
- To plan, organise and oversee the introductions process and provide support to the child and adoptive parents.



- To undertake supportive visits within required timescales and ensure that an accurate and timely record is made of this visit.
- Prepare part of the Annex A report and any other Court documents within timescales to ensure the making of an Adoption Order without delay.
- To undertake all statutory functions in supervising the child in his/her adoptive placement until the granting of the Adoption Order.
- Undertake work outside of the Merseyside region when prospective adopters live outside the area.
- Be responsible for accurate, sensitive, timely and up to date recording on all cases.
- To provide information for and participate in disruption meetings when required.
- To assist and fully co-operate in the care planning process by attending relevant meetings, including placement planning meetings, care planning meetings and LAC reviews.
- Model critical reflection and evidence-based decision making and support others in developing these.
- Model inclusive and non-discriminatory practice in relation to identity and diversity, challenging any issues of concern.
- Work co-operatively with colleagues within the Council and in partner agencies.
- Ensure that expenditure on cases is properly authorised and recorded.
- Manage and appropriately prioritise tasks within an allocated caseload through effective time management.
- Take responsibility for obtaining regular professional supervision to ensure effective and reflective practice.
- 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.
- Take responsibility for the continuous professional learning and development of self and others including participating in team meetings and contributing to the development of the team and the overall service.
- Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the General Data Protection Regulation 2016 (GDPR) and the local government common law of duty of confidentiality.
- Failure to apply these duties can lead to the individual or the Council facing financial penalties or court proceedings.

### **Health and Safety**

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**



- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.