Croydon Council
Early Help & Children’s Social Care
Social Work Career Progression Pathways
Croydon Children’s Social Care
Career Pathways

Newly Qualified Social Worker
Grade 10

Automatic Progression to Grade 11

Social Worker
Grade 11 & 12

Progression to 12 via Appraisal

Advanced Social Worker
Grade 14

Progression to 14 via Panel

Progression via application

ASYE Lead
(Grade 15)

Consultant Practitioner
(Grade 15)

Assistant Team Manager
(Grade 15)

Child Protection Chair
(Grade 15/16)

Team Manager
(Grade 16)

Service Manager
(CSRA Grade)

Independent Reviewing Officer
(Grade 15/16)
**Social Worker– Newly Qualified (Assessed and Supported Year in Employment)**

**Definition:**
A social worker at this stage will have just completed their qualifying degree and be participating on the Assessed and Supported Year in Employment.

**Length of time in role:**
A social worker at this stage will be in the NQSW role for a period of 12 months. The ASYE is time limited and cannot be extended except for extenuating circumstances.

During the ASYE period, newly qualified social workers are provided with an extensive two week induction process; this includes additional training and support, before they are placed in teams throughout the service. The NQSW will be supported and assessed by their team manager and ASYE Lead. At the end of the ASYE, the team manager and ASYE Lead makes a professional recommendation whether the NQSW as passed the ASYE programme and the Internal Moderation Panel makes the final decision. The Internal Moderation Panel is chaired by the Children's L&D Professional Standards Manager and is convened towards the end of the ASYE programme. Further information can be found in the ASYE handbook. The assessment and evidence of the NQSWs capability will contribute to their probationary period and annual appraisal. Once NQSW have successfully completed the ASYE programme and probation period they will transfer to Grade 11 and be eligible for Key Worker retention scheme.

All social workers are required to provide evidence that they meet the standards of proficiency and Professional Capabilities Framework at their experience level and to re-register with the professional regulator, HCPC, every two years. Social workers also need to have an enhanced DBS check. Social workers will engage in a range of learning activities that will maintain and develop their career, to ensure they retain their capacity to practice safely, effectively, and legally. If possible, during the ASYE programme social workers will be provided with the opportunity to experience a range of case work or shadowing opportunities with colleagues in other parts of the service.

**Development Opportunities:**
- NQSW programme which includes an extensive induction and learning & development opportunities, protected caseload, opportunity to lead and develop projects, and opportunity to develop knowledge and skills as caseload increases in complexity over the supported year
- Access to research via Research in Practice
- NQSWs will have case supervision from their direct line managers as well as on-going reflective supervision and support via the ASYE Programme Lead.

**Transition to the next level:**
Following the successful completion of their ASYE year, the NQSW will automatically become a grade 11 social worker. During this time they will continue to consolidate and develop their skills, taking on a more complex and demanding caseload.
Social Worker (Grade 11)

Definition:
A social worker at this stage will have successfully completed their ASYE year and will be in their consolidation year.

Length of time in role:
A practitioner in this role should meet the requirements of the Professional Capabilities Framework at the Social Worker level and The Knowledge and Skills Statement (KSS) for approved child and family practitioners. KSS includes the following statements;
1. Relationships and effective direct work
2. Communication
3. Child development
4. Adult mental ill health, substance misuse, domestic abuse, physical ill health and disability
5. Abuse and neglect of children
6. Child and family assessment
7. Analysis, decision making, planning and review
8. The law and the family and youth justice systems

Development Opportunities:
- Core learning & development offer
- Access to research via Research in Practice
- 1:1 coaching/mentoring via Learning & Development team to support grade 11 social workers to write their social work career progression form and Continuous Professional Development log for progression to grade 12.

Transition to the next level: Grade 12 (CPD Submission)

Transition to grade 12 will be via a Continuous Professional Development submission where grade 11 social workers will complete and submit social work career progression form and Continuous Professional Development log to their line manager for discussion and sign off (Appendix B). This should be aligned to the annual appraisal process.

Appeal Process
If the submission for career progression via a Continuous Professional Development log or progression panel is not approved social workers have a right to have this decision reviewed by a Service Manager, or as delegated by the Head of Service (see Appendix C)
Social Worker (Grade 12)

Definition:
A social worker at grade 12 will have successfully progressed through the CPD progression process.

Length of time in role:
A social worker will remain a grade 12 social worker until they are promoted to a more senior level (generally an Advanced Social Worker).

Requirements at this level:
It is expected that a grade 12 social worker will start to develop expertise in an area of practice; learning and development opportunities will be available to practitioners to develop their knowledge and skills. This may include: in-house training; access to online materials; leadership development sessions, opportunities to have social work students or newly qualified social workers shadow them in order to contribute to the learning and development of others.

In order to fulfil the Professional Capabilities Framework requirements at this level, the social worker must contribute to the development of others. This may be informal, as noted above, or it may be more formal via undertaking the Practice Education course and providing a placement for a social work student or through completing an Award in Education and Training.

They will meet the requirements of the Professional Capabilities Framework for Experienced Social Worker level and continue to meet the Knowledge and Skills Statement for approved child and family practitioners.

Development Opportunities:
- Core learning & development offer
- Access to research via Research in Practice
- Active application of research to practice
- 1:1 coaching/mentoring Learning & Development Team
- Formally or informally contribute to the learning of others (having student social workers or newly qualified staff shadow you in practice; undertake the Practice Educator Professional Standards (PEPS) course and support a student placement).
- Postgraduate qualifications
- Aspiring Leaders Programme

Transition to the next level:
A social worker at grade 12 may consider a lateral move or secondment to another service to build on the breadth of their knowledge and skills. They might also submit a portfolio of evidence to the career progression panel to apply for an advanced social worker post. The portfolio will contain the following:
• Career Progression ‘Expression of Interest Form’, which includes a managers’ report which confirms that the requirements are met and authorised by the relevant Service Manager and Head of Service (Appendix B).
• Evidence of practice development in line with appraisal and learning goals.
• Two critical reflective summaries which evidence specific areas of practice. These need to be linked to the Professional Capabilities Framework, incorporating the Knowledge and Skills statement for Children & Family social workers.
• A practice observation from line manager
• 2 examples of children/young people/family feedback.

Appeal Process

If the submission for career progression via a Continuous Professional Development log or progression panel is not approved social workers have a right to have this decision reviewed by a Service Manager, or as delegated by the Head of Service (see Appendix C)
Advanced Social Worker (Grade 14 – PCF Experienced Social Worker level)

Definition:
They will have completed, or committed to completing the Practice Educator Professional Standards course at Level 1 or 2 or have completed an Award in Education & Training and/or Postgraduate study.

Length of time in role:
An experienced social worker is likely to remain in this role until they apply for a more senior role (such as team manager, assistant team manager, consultant practitioner, independent reviewing officer, or child protection conference chair).

Requirements at this level:
It is expected that experienced social worker will contribute formally and informally to the learning and development of others. This may include supporting and mentoring a newly qualified social worker, supervising a social work assistant, providing a student placement, or contributing training or learning activities to team meetings and across the service in a specialist area for example, child sexual exploitation. An experienced social worker will be expected to manage the most complex work including court proceedings.

An advanced social worker must meet the Professional Capabilities Framework standards at the Experienced Social Worker level and continue to meet the knowledge and Skills Statements for approved child and family practitioners.

Development Opportunities:
- Core learning & development offer
- Access to research via Research in Practice
- Active application of research to practice
- Facilitate team meetings or group supervision
- 1:1 coaching/mentoring via Professional Development Team
- Formally or informally contribute to the learning of others (having student social workers or newly qualified staff shadow you in practice; undertake the Practice Educator Professional Standards course and support a student placement)
- Postgraduate qualifications
- Involvement in Croydon’s Leadership offer (including mentoring from Head of Service or Service Manager, opportunity to observe high level meetings such as Senior Management Team and finance meetings; review of policy and performance data to understand links to practice)
- Undertake preparation and training to support a role in management. This will include managing finance and staffing, developing leadership and management skills, mentoring and coaching
- Project work
Transition to the next level:

An advanced social worker can chose to remain in practice (this may include a secondment to another service area) or move into roles such as team manager, assistant team manager, consultant practitioner or child protection chair/independent reviewing officer.
Assistant Team Manager/ Consultant Practitioner Grade 15 (PCF - Advanced Social Worker level)

Definition:
It is expected that staff in these roles will have completed or, are committed to complete the Practice Educator Practice Standards Stage 1 and 2 or Award in Education and Training as well as Postgraduate study.

Length of time in role:
The role is at Advanced Social Worker, as described by Professional Capabilities Framework. The practitioner is likely to be in this role until they apply for a more senior role.

Requirements at this level
The Advanced Social Worker is one that provides support and advice to other members of the team or service; generally those who are Assistant Team Managers or Consultant practitioners do not hold caseloads.

An assistant team manager and consultant practitioner must meet the Professional Capabilities Framework standards at the Advanced Social Worker level and continue to meet the requirements of the Knowledge and Skills Statements for approved child and family practitioners. Assistant Team Managers are expected to meet the requirements of the Knowledge and Skills Statement for Practice Supervisors.

1. Promote and govern excellent practice
2. Developing excellent practitioners
3. Shaping and influencing the practice system
4. Effective use of power and authority
5. Confident analysis and decision-making
6. Purposeful and effective social work
7. Emotionally intelligent practice supervision
8. Performance management and improvement

Development Opportunities:
- Core learning & development offer
- Supervision training.
- Access to research via Research in Practice
- Active application of research to practice
- Facilitate team meetings or group supervision
- 1:1 coaching/mentoring via Learning & Development Team
- Formally or informally contribute to the learning of others (having student social workers or newly qualified staff shadow you in practice; undertake the Practice Educator Professional Standards course and support a student placement)
- Involvement in Croydon’s Leadership programme (including mentoring from Head of Service or Service Manager, opportunity to observe high level meetings such as Senior Management Team and finance meetings; review of policy and performance data to understand links to practice).
- Postgraduate study.
• Undertake preparation and training to support a role in management. This will include managing finance and staffing, developing leadership and management skills, mentoring and coaching.

**Transition to the next level:**
An Advanced Social Worker can choose to remain at this level or move into a team manager, Child Protection Conference Chair/Independent Reviewing Officer role having completed Postgraduate study and internal leadership development opportunities. An Advanced Social Worker may also chose to make a lateral move or secondment to a different service area to develop their knowledge and skills.
**Team Manager, Child Protection Conference Chair/Independent Reviewing Officer Grade 16 – PCF Advanced Social Worker level**

**Definition:**
They will have completed a range of Postgraduate programmes or formal leadership/management training.

**Requirements at this level**
The Social Work Manager provides support, advice, and direction to team members in addition to the range of management responsibilities that would be expected of any manager; these include appraisal, performance management, absence management, etc.

A Social Work Manager must meet the Professional Capabilities Framework standards at the Advanced Social Worker level and are expected to continue to meet the requirements of the Knowledge and Skills Statement for Practice Supervisors.

**Development Opportunities:**
- Core learning & development offer
- Supervision training
- Postgraduate study
- Leadership development
- Access to research via Research in Practice
- 1:1 coaching/mentoring via Professional Development team
- Practice Supervisor Development Programme

**Transition to the next level:**
The Social Work Manager may consider a lateral move into another service area to build on the breadth of their knowledge and skill or may apply for a more senior post as a Service Manager.
Service Manager Grade CSRA – PCF Strategic Social Worker level

**Definition:**

A Service Manager in this role is likely to have significant leadership experience, knowledge and skills at team manager level. They may have a range of post-qualifying education in social work and/or leadership & management.

**Length of time in role:**

The Service Manager is likely to be in this role until (or if) they apply for a more senior role such as Head of Service or Assistant Director.

**Requirements at this level**

The Service Manager provides strategic direction to the service and provides support, advice, and gives guidance to other team members. They also lead and direct the performance as a team of managers.

A Service Manager must meet the Professional Capabilities Framework standards at the Strategic Social Worker level and The Knowledge and Skills Statement for Practice Leaders and Supervisors.

1. Lead and govern excellent practice
2. Creating a context for excellent practice
3. Designing a system to support effective practice
4. Developing excellent practitioners
5. Support effective decision-making
6. Quality assurance and improvement

**Development Opportunities:**

- Core learning & development offer
- Supervision training
- Postgraduate strategic leadership
- Croydon Council Leadership Programme
Head of Service – PCF Strategic Social Worker level

**Definition:**

The post holder will play a key role in the Council’s senior management team in discharging corporate objectives, influencing strategic decision making, assessing and mitigating corporate risk (together with first tier Council Officers). The post holder will be responsible for the technical delivery of their role and the corporate competencies, while living and promoting the corporate values through their day-to-day work.

**Length of time in role:**

A Head of Service is likely to be in this role until (or if) they apply for a more senior role such as Assistant Director.

**Requirements at this level**

A Head of Service acts as the Principal Advisor and expert to the Council on all issues relating to child protection and children in need services. They are expected to improve outcomes for children in need and those in need of protection within the local authority across a range of national and local indicators.

Head of Service takes the lead on effective strategic planning, leadership and management of social work and social care services (in single agency and multi-agency settings) and integrated services so that the required outcomes are delivered and leading on and/or contributing to the strategic commissioning of relevant services.

A Head of Service must meet the Professional Capabilities Framework standards at the Strategic Social Worker level and continue to meet the Knowledge and Skills Statements for Practice Leaders and Supervisors.

**Development Opportunities:**

- Practice Supervisor or Leader Development Programme
- Postgraduate strategic leadership
- Croydon Council Leadership Programme
Social Worker Career Progression Form & CPD Log

Grade 11 to 12
Level 2 to Level 3

Name (Please Print):

Team:

Contact Number:

Email Address:

Notes

(1) What characterises the Social Worker Grade 12 level are – PCF Social Worker Level descriptors

Social workers practice effectively, exercising high quality judgements in situations of increasing complexity, risk, uncertainty and challenge, acting with confidence and considerable autonomy whilst accessing and using support and advice. They have developed their ability to assess situations effectively in their field/s, determine which interventions, knowledge and skills should be deployed, and can anticipate the possible progress of issues and options without pre-judging. They aim to integrate professional knowledge, the views of people using services and research/evaluation evidence in their practice.

They use their knowledge and skills to take more initiative and continue to broaden and deepen their repertoire of responses. They have expertise in one or more areas of practice, are familiar with and linked in to local and national resource networks. They are recognised by peers and those in other professions as a source of reliable knowledge and advice. They routinely evaluate the quality and impact (outcomes) of their own practice and that of their team/service. They apply and promote the Code of Ethics, regulatory and policy standards for practice, and continue to pursue continuing professional development and to deepen capability in all domains of the PCF.

CPD Profile

1.1 Profession: Write your profession here

1.2 HCPC number:

2. Summary of recent work / practice

Summary of work practice goes here.

(Maximum 500 words)
3. Personal statement
Your statement identifying how you have met the standards goes here.

(Maximum 1500 words)

4. Summary of supporting evidence submitted

<table>
<thead>
<tr>
<th>Evidence number</th>
<th>Brief description of evidence</th>
<th>Number of pages, or description of evidence format</th>
<th>KSS Standard(s) that this evidence relates to</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Your first piece of evidence should be a dated list of all CPD activities undertaken in the last two years'</td>
<td>Eg: '3 pages', 'print out of CPD activities'</td>
<td>Standard 1 Professionalism</td>
</tr>
</tbody>
</table>

5. Evidence 1: Dated list of all CPD activities
The easiest way to prove that you have kept a record of your CPD is to submit a chronological list of all CPD activities completed within the period (minimum 12 months). We suggest that this be in the form of a simple table, which includes the date and a brief description of activities completed. Please explain any gaps of three or more consecutive months.

<table>
<thead>
<tr>
<th>Date</th>
<th>Brief description of CPD activity</th>
<th>How I applied this learning in practice</th>
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</table>
Team Manager Countersignature

Note
Before signing this form the Team Manager should carefully read the Guidance for Line Managers to be found at Appendix D.

Comments

Signed: 
Name (Please Print): 
Team: 
Contact Number: 
Email Address: 

Once countersigned, the completed pro-forma should be returned to the Social Worker, who should, in turn, send it to the relevant Service Manager for consideration.
# Career Progression – Expression of Interest Form

## Social Worker Grade 12 to 14

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<th>Name</th>
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<tr>
<td>Team</td>
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<td>Current Post</td>
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<tr>
<td>Team Manager</td>
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A statement of interest should be 500 words setting out how you meet the requirements for an Advanced Social Worker.

**Advanced Social Worker: Requirements at this level:**

It is expected that an Advanced Social Worker will contribute formally and informally to the learning and development of others. This may include supporting and mentoring a newly qualified social worker, supervising a social work assistant, providing a student placement, or contributing training or learning activities to team meetings and across the service in a specialist area for example, child sexual exploitation. An experienced social worker will be expected to manage the most complex work including court proceedings.

In order to fulfil the PCF requirements at this level, the social worker must contribute to the development of others. This may be informal, as noted above, or it may be more formal via undertaking the Practice Education course and providing a placement for a social work student.

They will meet the requirements of the PCF for Experienced Social Worker level and The Knowledge and Skills Statement for approved child and family practitioners. KSS includes the following statements:

1. Relationships and effective direct work
2. Communication
3. Child development
4. Adult mental ill health, substance misuse, domestic abuse, physical ill health and disability
5. Abuse and neglect of children
6. Child and family assessment
7. Analysis, decision making, planning and review
8. The law and the family and youth justice systems

Practitioner Statement:

Line manager assessment setting out how you meet the requirements for Advanced Social Worker

Manager’s Assessment

What will happen next?

Typed submissions should be sent to the ChildrenLearning@croydon.gov.uk

You will be notified by a representative from Children’s L&D Team the panel date and time.

Signed:

<table>
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<tr>
<th>Practitioner</th>
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<tr>
<td>Line Manager</td>
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<tr>
<td>Head of Service</td>
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<td>Date</td>
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Appendix C

Appraisals Process

If your submission for career progression via a CPD log or progression panel is not approved you have a right to have this decision reviewed by a Service Manager, or as delegated by the Head of Service.

Should you wish to exercise your right to have this decision reviewed, you should fully set out your reasons for asking for the review, based upon the criteria for progression and the feedback you have received and send this to the nominated Service Manager by no later than ten working days after the date of the formal notification of the outcome of your CPD submission or career progression panel application. Please note that the decision of the Service Manager will represent the final decision of the Council in relation to your application.

Please note that you may not make a further application for progression for six calendar months from the date of this current application.