

# Job specification



## **Social Care Regulatory Inspector**

### **Grade: B1 Inspector (Civil Service equivalent: SEO)**

#### **Section 1: Job description**

##### **Context**

Ofsted is the Office for Standards in Education, Children's Services and Skills. We inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages. Every week, we carry out hundreds of inspections and regulatory visits throughout England and publish the results online. We also report on standards across the country and are accountable directly to Parliament. Ofsted's inspections are independent and impartial.

Social Care Regulatory Inspectors are part of the Inspections and Improvement Directorate. The Inspection and Improvement Directorate is responsible for delivering timely and high quality inspections in all institutions that Ofsted regulates and inspects, ensuring consistent standards across remits, developing high quality inspections and ensuring they are used to best effect on inspections, and supporting and promoting improvement in those services inspected and regulated.

##### **Overall purpose**

Reporting to the Regulatory Inspection Manager (RIM); Social Care Regulatory Inspectors are responsible for the regulation and inspections of children's social care within one of the eight Ofsted regions. This includes children's homes, boarding schools, residential family centres, fostering and adoption services, residential special schools and welfare in further education colleges under The Care Standards Act 2000 and associated legislation.

Social Care Regulatory Inspectors are responsible for raising standards and improving the lives of children and young people; and supporting the RIM in ensuring that Ofsted discharges its regulatory duties in a robust, consistent, effective and efficient manner.

## Key responsibilities

The key accountabilities of the role are outlined below. However, this is a basic overview and is not exhaustive. Ofsted reserves the right to assign other duties commensurate with the grade as necessary.

- To carry out the management of inspection and registration visits across a range of children's social care settings and services, in accordance with Ofsted's frameworks to ensure that only the best providers are registered and compliant with all regulations.
- To manage time effectively undertaking comprehensive and methodical preparation from a variety of sources to ensure that inspection is robust, consistent and effective.
- To report publicly on the quality of care provided to the most vulnerable children and young people and to make solid, well evidenced and sound judgements and decisions, acting at all times in the interests of children and young people.
- Produce accurate and appropriately evidenced inspection reports published on behalf of Ofsted, which have robust and transparent judgements, based on sound evidence and which provide clear recommendations and assess safeguarding practices.
- Use evidence to challenge providers, supporting improvement through rigorous challenging inspection and dissemination of good practice. Hold a case load of services of concern, driving improvement through inspection using the full range of Ofsted's enforcement powers, wherever required, ensuring that the safeguarding of children and young people are at the core of all activities.
- To undertake evidence retrieval work, sharing best practice and lessons learned to inform inspection practice.
- To support and contribute to the development of policy, frameworks, guidance and learning resources.
- Take action with under-performing providers; recognising and evidencing poor or unsafe practice which identifies and effectively manages safeguarding issues and assesses the suitability of safeguarding arrangements within inspected settings.
- Build and maintain productive working relationships, both externally with providers and authorities; and internally with stakeholders such as the Regulatory Inspection Managers and Social Care Compliance Inspectors - which foster professional challenge while maintaining the quality of the relationship.
- From time to time, inspectors may contribute to the development of inspection methodology, surveys and the quality assurance of inspections.

## Generic responsibilities

- To work in accordance with Ofsted's policies and procedures.
- To ensure the safeguarding of children and students is paramount and at all times lead by example. Demonstrating and embedding Ofsted's core values of putting children and students first, upholding our independence, and exhibiting accountability and transparency in all we do.
- To contribute to organisational development initiatives as required.
- To adhere to responsibilities under health and safety legislation and policies.
- To demonstrate a positive commitment to [equalities and diversity](#).
- To contribute to building a "One Ofsted" culture.

## Additional requirements of the role

The role holder is required to work flexibly to meet the needs of the business and the availability of providers; this may include some evening or weekend work, for example to meet with providers and children and young people in the evening or during the weekend.

The inspector role involves travelling to social care settings and participating in meetings with team members and other colleagues. Some meetings and inspections may also require travel of substantial distances and overnight stays away from home.

The role holder will need to demonstrate awareness of relevant legal frameworks and legislation, taking personal responsibility for keeping this knowledge up to date to increase credibility. They should also take personal responsibility for sharing and maintaining a sound knowledge and understanding of current developments within the field which demonstrates sufficient expertise to maintain registration as a Social Worker.

Inspectors need to have good IT skills. They are expected to access information, reports and templates electronically. Inspectors are responsible for updating the Ofsted database in relation to the work they undertake, and producing reports, letters and instructions in electronic format and to a high standard.

Ofsted have identified this role as one which will require an enhanced criminal record check via the Disclosure and Barring Service (DBS). This role will bring you into direct contact with children or vulnerable adults and give you access to material or sensitive information about children or vulnerable adults.

## Section 2: Person specification

| Profile   | Essential/<br>desirable                                  | Tested by   |
|---|--|---|
| <p><b>Qualifications</b></p> <p>Social work degree or an equivalent professional social work qualification (for example, a CQSW or DIPSW) or Level 5 Diploma in Leadership and Management for Residential Childcare or an equivalent as defined by the DFE Guide to Children's Homes Regulations, 2015.</p> | Essential  | Application form  |
| <p>Current registration with Health and Care Professions Council (HCPC) (for qualified social work applicants only).</p>  | Essential<br>(for qualified social work applicants only) | Application form  |
| <p><b>Experience</b></p> <p>Extensive knowledge and experience in social care.</p> <p>Knowledge and experience of conducting regulatory work activities within social care.</p>   | Essential<br><br>Desirable                               | Application form (employment history)/<br>Telephone interview (if required)/<br>Interview       |
| <p><b>Technical</b></p> <p>Full understanding of social care frameworks.</p>  | Essential  | Telephone interview (if required)/<br>Interview   |
| <p>Sound knowledge of safeguarding and child protection processes and procedures.</p> <p>Significant understanding of childcare regulation, including a wide knowledge of practice and legislation.</p> <p>An ongoing awareness of the current developments in area of expertise.</p>                       | Essential  | Application form (statement of suitability)/<br>Telephone interview (if required)/<br>Interview |

|   |                  |   |
|---|------------------|---|
| <p><b>Ability</b></p> <p>Able to communicate effectively in writing, demonstrating clarity and influence. Expresses judgements precisely and persuasively.</p>  | <p>Essential</p> | <p>Application form/<br/>Assessment</p> |
| <p><b>Behaviour – Leadership</b></p> <p>Demonstrates a strong focus on improving outcomes for children and young people at all times.</p> <p>Ensures colleagues and providers have a clear understanding of objectives, activities and time-frames.</p> <p>Considers the impacts of own and teams' activities on providers.</p> <p>Takes into account different individual needs, views, and ideas, championing inclusion and equality of opportunity for all.</p> <p>Effectively manages conflict, misconduct and non-inclusive behaviour, raising with senior managers where appropriate.</p> | <p>Essential</p> | <p>Assessment/<br/>Interview</p>        |
| <p><b>Behaviour – Communicating and influencing</b></p> <p>Communicates in a straightforward, honest and engaging manner.</p> <p>Shares information as appropriate and checks understanding.</p> <p>Ensures communication has a clear purpose and takes into account people's individual needs.</p> <p>Ensures that important messages are communicated with colleagues and providers with respect, clarity and conviction.</p>   | <p>Essential</p> | <p>Assessment/<br/>Interview</p>        |

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|---|------------------|----------------------------------|
| <p><b>Behaviour – Making effective decisions</b></p> <p>Understands own level of responsibility to make decisions where appropriate.</p> <p>Analyses and uses a range of relevant, credible information from internal and external sources to support well-reasoned, justifiable decisions.</p> <p>Invites challenge and involves others in decision making, where appropriate.</p> <p>Displays confidence when making difficult decisions, even if they prove to be unpopular.</p> <p>Presents outcomes and recommendations in a timely manner, outlining consideration of the benefits and risks.</p> | <p>Essential</p> | <p>Assessment/<br/>Interview</p> |
| <p><b>Behaviour – Delivering at pace</b></p> <p>Promotes a culture of following the appropriate procedures to ensure results are delivered on time and to a high standard.</p> <p>Acts promptly to reassess workloads and priorities when there are conflicting demands to maintain performance.</p> <p>Complies with legal and regulatory requirements.</p> <p>Demonstrates resilience, maintains own levels of performance in all circumstances.</p> <p>Independent and forward-thinking, escalating or consulting with others as appropriate.</p>  | <p>Essential</p> | <p>Assessment/<br/>Interview</p> |

## Section 3: Terms and conditions

|                             |   |
|-----------------------------|---|
| <b>Job title:</b>           | Social Care Regulatory Inspector  |
| <b>Grade:</b>               | SCRI  |
| <b>Salary:</b>              | £44,464 per annum, rising to £49,464 on successful completion of probationary period. Performance related pay and awards also available for outstanding achievement.  |
| <b>Location:</b>            | Home-based  |
| <b>Basis:</b>               | Permanent   |
| <b>Hours:</b>               | Full-time   |
| <b>Travel requirements:</b> | Significant national travel and some overnight stays. Social Care Regulatory Inspectors are reimbursed for expenses incurred in the line of business, in accordance with Ofsted's Business Expenses Policy. |

### Allowances:

The post holder will receive an annual home-based working allowance.

In addition to this, inspectors may apply for a vehicle user allowance if they use their personal vehicle as their primary mode of transport when travelling on Ofsted business.

### Please note:

This is a non-reserved post under the Civil Service Nationality Rules and is therefore open to UK, British Commonwealth and European Economic Area (EEA) Nationals and certain non-EEA members subject to immigration requirements. For the most up-to-date information on the requirements of working in the UK, please go to the UK Border Agency website:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>.

## Section 4: Benefits

Ofsted is committed to maintaining employee health and wellbeing, whether it is physically, emotionally, financially or socially, and offers a range of benefits to support employees in this. Such benefits include the option to join the Civil Service Pension Scheme, professional and personal development opportunities, 32.5 annual leave days per annum (plus eight days public holiday) and counselling and advisory services for you and your family.

# Safer recruitment

## Our commitment

We put children and learners' wellbeing at the heart of everything that we do and, therefore, do all that we can to ensure those who work for us share our commitment. This is reflected in our rigorous recruitment processes and pre-employment checks.

We select the best candidates through good, thorough recruitment practice, ensuring equality of opportunity, and deterring, or rejecting, those who may not be suitable to work for Ofsted.

## All roles require the following

- Your identity must be confirmed by sight of original official documents such as a Birth Certificate and photo identification such as a Passport.
- Original documents relating to all professional qualifications required to fulfil the post must be supplied.
- Full employment and education history since leaving secondary education must be provided. All gaps in employment and education history will be scrutinised by the selection panel to ensure there are no causes for concern.
- We will request a minimum of two references covering at least the last three years. The identity of all referees will be verified, and they will be asked to comment on your suitability for the role you are applying for.
- We will consult any relevant records we hold which may provide additional information on your suitability.
- We reserve the right to take account of your presence in both public and social media in our selection decisions.
- We will ask you to provide details of any criminal history as appropriate. Guidance will always be provided in your application to help you understand what you must declare and when.
- Throughout selection, including at interview, the panel will probe your values and motivation for working with Ofsted.

At all stages, information you provide us with will be treated in confidence and in full accordance with legal requirements. For all roles which require a Disclosure and Barring Service check, this will be clearly outlined in the job specification.

You do not have to consent to these checks. However, if consent is withheld or revoked at any stage, we will be unable to proceed with your application.

All Ofsted employees are expected to understand their duties and responsibilities in relation to safeguarding children, young people and vulnerable adults. For those who are successful in joining Ofsted, this is continually assessed through probation and day-to-day performance management.

You can find out more about Ofsted's approach to safeguarding by reading our [Safeguarding Policy](#).

