

Job Description & Person Specification

Job Title	Fostering Manager
Department	Social Work
Responsible to	Registered Manager
Responsible for (if applicable)	Supervision of Social Work Team members and operational duties of the agency.
Main purpose of role	To assist the Registered Manager in ensuring the efficient running of the fostering service, including the supervision & support of colleagues and deputising for the Registered Manager in their absence.

Key Accountabilities

- Deputise for the Registered Manager, to include attending & chairing meetings.
- Chair End of Placement and Disruption Meetings to ensure placement stability and positive outcomes for children and young people in placement.
- Undertake the role of Agency Decision Maker for assessments completed by your colleagues as required.
- Responsibility for taking on more challenging and complex cases.
- Facilitate group work as required.
- Take a lead role in projects as required.
- Undertake the Induction of newly appointed staff.
- Provide formal and informal supervision of Supervising Social Workers, Social Work Student Placements & Fostering Support workers. To also include assessing and supporting an ASYE and assisting Social Workers to work through the emotional and personal demands the job places upon them.
- Ensure full compliance with Company Policies and Procedures together with relevant legislative requirements.
- Ensure that the protection of children and the promotion of their welfare is given absolute priority in all activities.
- Take an active role in the recruitment of Foster carers
- Take a lead role in the delivery of core training for CCB approved Foster Carers together with Skills to Foster training to prospective Foster Carers.
- Ensure that children & young people are informed of their rights and assisted in using the complaints procedures of CCB & other professional bodies as required.
- Meet with Commissioning Teams to discuss individual packages of care.
- Demonstrate a sound knowledge of the different placement packages and work with the Business Manager in this regard.
- Assess and monitor the continued suitability and competence of Foster Carers ensuring they provide a safe, healthy, nurturing and learning environment for children & young people.

- Take responsibility for the supervision and induction of newly registered Foster Carers until they are suitably experienced and able to be transferred within the team.
- Ensure that carers fully understand the fostering task, competencies to be achieved and the standards expected, ensuring compliance with their Foster Carer Agreement.
- Responsible for supporting Foster Carers to evidence their competence against the TSD Standards and complete the workbook within CCB policy timescales and requirements.
- Ensure that Foster Carers attend their Annual Reviews within timescale and prepare and present the paperwork as required to Company policy and procedure. This should include their Personal Development Plan.
- Ensure that once approved, the Foster Carers Form F is updated as required together with their Profile picture.
- Attend meetings to support Foster Carers, children and young people as required.
- Support Foster Carers in preparing children and young people for the next chapter of their lives to include, independence, adoption or returning to family.
- Play an active and positive role in the recruitment of carers, understanding the importance of participating in such tasks.
- Undertake initial assessment visits to prospective fosters carers as required.
- Assist in the delivery of core training for CCB approved Foster Carers together with Skills to Foster training to prospective Foster Carers.
- Undertake BAAF Form F Assessments.
- Ensure each child has an accurate and up to date Care Plan & Placement Agreement on file.
- Work in partnership with the relevant authority to ensure that the child and young person's needs as identified in the Care Plan and placement agreement are met. This will also be monitored via the outcomes attained.
- Ensure that comprehensive case recordings are completed and maintained.
- Demonstrate a sound knowledge of child Safeguarding procedures.
- Participate in negotiation between CCB and Local Authorities to ensure that each child or young person placed is carefully matched with a Foster Carer capable of meeting their needs via the Company's Referral & Matching process.
- Undertake and complete the required tasks by following procedures in relation to Incidents and Notifiable Events.
- Ensure the necessary Risk Assessments are completed within the matching and referral process and then updated as required, within timescales as per CCB policy.
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping your Line Manager informed of work in progress and inform the Registered & Fostering Managers immediately of any child protection matter or serious complaint.
- Participate in the Out of Hours duty system.

- Ensure that all Foster Carers and appropriate members of their household have an up to date DBS and other appropriate checks in order to remain an approved Foster Carer.
- Maintain contact with children & young people in placement, in order to develop a positive, honest and supportive professional relationship, whilst also ensuring that they are aware that you are not their allocated social worker.
- Undertake regular file audits to ensure that all required paperwork is completed and on file as required.

Additional duties:

- Contribute towards the growth and development of the business by implementing key areas identified in the business plan agreed through supervision.
- Take responsibility for administration in relation to the social work task to include file administration, producing typed communication and documentation as appropriate, reports and case recordings ensuring compliance with CCB policies and procedures in this area.
- Ensure that the approach to all duties undertaken on behalf of CCB are underpinned by its' Core Values and Vision.
- Reach and maintain a basic IT understanding that allows for effective use of the Company's IT infrastructure.
- Attend and report to Company team meetings.
- Support children, young people and foster carers by active involvement and attendance in significant company activities such as CCB's annual 'Big Weekend' & charity fundraisers.
- Attend personal training & development as identified and when required.
- Attend & actively contribute within your supervision monthly sessions with your Line Manager.
- Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post as requested by your Line Manager.
- Maintain an awareness and observation of Fire & Health & Safety Regulations.

Notes:

- This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Company's Equal Opportunities Policy.

- Due to the nature of the work undertaken by CCB its tasks and responsibilities can be and are unpredictable. It is therefore, an expectation that all staff work in a flexible manner when the occasion arises and where a task not covered in the Job Description has to be undertaken.

Signed Printed Date
(Job Holder)

Person Specification for: Fostering Manager

Description	Criteria Importance
Education/Qualifications	
DipSW or equivalent	Essential
Proficient in the use of IT and electronic communications to include Microsoft Office.	Essential
Management Qualification	Desirable
Regulatory	
HCPC registered	Essential
Experience & Knowledge	
Extensive knowledge of issues relating to looked after children.	Essential
Extensive knowledge and understanding of child development.	Essential
Extensive knowledge of relevant legislation.	Essential
Previous experience of working with or on behalf of children.	Essential
A comprehensive knowledge of Child Protection & Safeguarding procedures.	Essential
Extensive knowledge of Fostering and working with Foster Carers.	Essential
5 years post qualifying experience.	Essential
Evidence of supervisory experience.	Essential
Previously undertaken complex Form F assessments.	Essential
Previous experience of recruiting new staff members.	Desirable
Previous experience of inducting new staff members.	Desirable
Previous experience of delivering training programmes.	Desirable
Personal Attributes	
Maintain confidentiality.	Essential
Ability to make sound, evidence based decisions.	Essential
Value the requirement of providing a professional and high quality service to others.	Essential
Ability to communicate effectively and appropriately, in writing and orally with a variety of people from a variety of backgrounds.	Essential
A proven ability of effective, high level report writing skills and able to offer examples.	Essential
Be a key member of the team, encouraging participation, positivity and flexibility.	Essential
Offer reliability & dependability.	Essential
Ability to work with a degree of autonomy, whilst meeting deadlines and within Company policy and procedure.	Essential
Ability to be a positive role model for staff contributing to a positive working environment and encouraging others to reach their full potential.	Essential
Willingness to undertake training to gain the required knowledge to carry out the position at its full potential (if required) or improve own skill base.	Essential
Ability to follow Company Policies and Procedures in order to fulfil this role.	Essential
Ability to work to Equal Opportunities throughout working practices.	Essential

Description	Criteria Importance
Ability to work effectively with placing Local Authorities.	Essential
Willingness to contribute suggestions/ideas to improve overall efficiency and effectiveness of work procedures.	Desirable
Ability to work under pressure and effectively in ever changing circumstances.	Essential
Hold a flexible approach whilst being competent, consistent and approachable.	Essential
Additional	
Hold a full and current driving licence and have access to a suitable vehicle.	Essential
Ability to participate in out of hours duty system.	Essential