



Job Description

Job Title:	Supervising Social Worker		
Grade:	Directorate:	Children's Services	
SAP Position (Post number):			
Work Location:	Gloucester		
Date job description prepared/updated:	2009		
By whom:			
Service area/school:	Fostering		
Job titles reporting to the job holder:			
<ul style="list-style-type: none">• None			
Job title of line manager of post:	Team Manager		

Job purpose:
To contribute to the development of service provision to those in house Foster Carers and specific Foster Carers who are providing accommodation to children and young people looked after, including private foster carers.

This job is accountable for:
<p>Contributing to the development of a clear recruitment, assessment and support process for all foster carers. This is to include short term and long term initiatives and securing permanency for children and young people.</p> <p>To undertake fostering assessments including Form R assessments, kinship, Special Guardianship Assessments and Private Fostering Assessments. To create appropriate support plans and monitor such arrangements in accordance to the relevant legislation and guidance.</p> <p>Providing each approved foster carer supervised (with access to adequate social work support), information and advice to enable him or her to provide consistent, high quality care for each child or young person placed.</p> <p>To assist in the development of other professional support services for carers.</p> <p>Enabling Foster Carers to make effective representations, including complaints</p>

about any aspect of the Fostering Service, both for themselves as service users but also on behalf of any child or young person placed with them, contributing to the development of training for Foster Carers.

Maintaining an up-to-date and comprehensive case record for each foster carer, which details the nature and quality of care provided for each child or young person placed with that foster carer. Undertaking those duties which support the achievement of the County Council's Equal Opportunities objectives.
Maintaining appropriate records, including electronic records.

Communicate effectively within the staff team and across organisational boundaries, providing each foster carer with regular supervision visits. These meetings should have a clear focus and provide an opportunity for the worker to ensure the foster carer is informed of and fully complies with all standards, policies and guidance, including safe caring guidelines agreed by the Department. These meetings are also the opportunity for all parties to raise issues of concern, assist in the Carer's career development and establish their training and support needs. The meetings should be recorded and foster carers should be provided with a copy of each visit's report. Contributing to the development of plans for providing additional "Out of Hours" support to foster carers.

Providing all foster carers with a required training and development programme, which is linked to the Children's Workforce Development Standards (CWDS).

Undertaking a joint Annual Review with each foster carer in a manner which seeks to satisfy the resource of the continuing capacity of the carer to:

- Carry out fostering task and performance over the year.
- Provide the foster carer with an opportunity to give feedback.
- Contribute to essential information on the quality and range of service provided by the resource.
- To inform recruitment assessment and training strategies.
- Whether there should be any changes to the terms of approval.
- Review progress, set new goals within an agreed action plan for the year ahead aimed at developing strengths and remedying weaknesses.

Through appropriate supervision, promote the principles of foster carers providing a safe, healthy and nurturing environment for any child or young person placed and as far as reasonably practical, protected from all forms of abuse, neglect, exploitation and deprivation. Implement investigations in line with procedures, where required.

Maintaining an up-to-date and comprehensive case record for each foster carer, which details the nature and quality of care provided for each child or young person placed with that foster carer.

Undertake such other duties commensurate with the grade and nature of the

job.

Special conditions:

All appointments are to the Adoption & Fostering Resource. This will promote the opportunity for all post holders to be considered for movement throughout the Resource, where vacancies arise. The post holder may also be required to work in any of the service areas within the Resource and at any establishment, if in the interests of the service.

The post holder is subject to a Disclosure & Barring Service (DBS) check.

Availability to work flexibly within the needs of the service i.e. some evening and weekend working.

Principal contacts:

- Foster Carers.
- Children's Social Workers.
- Schools, Teachers, Police, Youth Workers.
- Health, School Nurses, G.P.'s.
- Professionals from partner agencies including the voluntary and statutory sector.
- Locality hubs.
- Reviewing Officers.
- Children Centres.



Person Specification

Key: Assessed by: S/L = short listing, I = Interview, T = Test (✓)

Education/Qualifications			
Essential:	S/L	I	T
<ul style="list-style-type: none"> DipSW, CQSW, CSS as per HCPC requirements. Post holders are required to be registered and maintain their registration with HCPC. Current Driving Licence. 			
Desirable:	S/L	I	T
<ul style="list-style-type: none"> PQ1 or equivalent. 			

Knowledge and Experience			
Essential:	S/L	I	T
<ul style="list-style-type: none"> Experience of working with children and families in a Social Care context. E.g. fieldwork/residential/fostering/adoption. 			
Desirable:	S/L	I	T
<ul style="list-style-type: none"> Experience of delivering training. Experience of child protection work. 			

Technical Skills			
Essential:	S/L	I	T
<ul style="list-style-type: none"> Well developed skills to assess strengths and limitations of those who have applied to be foster carers. Good report writing skills. Clear written communication skills. Ability to establish effective relationships with applicants, foster carers and colleagues. Appreciation of anti-discriminatory practice. Presentation skills. Training and teaching skills. IT literate. Knowledge of child development. Knowledge of effects of disruption on the development and behaviour of children. 			
Desirable:	S/L	I	T
<ul style="list-style-type: none"> Knowledge of a range of assessment methods, including competence based assessments. 			

Personal/Behavioural attributes			
Essential:	S/L	I	T
<ul style="list-style-type: none"> • Clear verbal communicator. • Proactive, resourceful and energetic approach to work. • Good organisational ability. • Friendly and approachable. 			
Desirable:	S/L	I	T
<ul style="list-style-type: none"> • None. 			

Requirements of Job Holders

General

The job description sets out the main duties and responsibilities of the post at the date when it was drawn up. These duties and responsibilities will vary from time to time to reflect the changing needs of the organisation, without changing the general character of the post. Such variations are a common occurrence and appropriate training will be provided as necessary, without requiring a modification to the job description or a re-evaluation of the grade.

Fairness and Diversity

The post holder must at all times carry out his/her responsibilities with due regard to the Council's Fairness and Diversity Strategy.

Health and Safety

All employees are subject to the Health and Safety at Work etc. Act 1974 and associated legislation. The post holder must adhere to relevant health and safety instructions and take all responsible care not to do anything that might endanger themselves or others; to report to their line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

The post holder will comply with the requirements of the Council's Corporate, Directorate and local Health and Safety Policy Document and Arrangements, which further detail responsibilities.

For post holders who line manage staff:

Ensuring high priority is given to the management of health and safety and that you carry out your legal responsibilities for ensuring that risk assessments are made and action taken; that appropriate information, instructions, training and supervision is made to ensure health and safety at work of those employees for whom you are responsible.

Data Accuracy

To be accountable for maintaining data quality through following the agreed data strategy and procedures.

Confidentiality

Employees are expected to maintain the required level of confidentiality in relation to their work.

Conduct

All employees are expected to comply with statutory requirements and the Council's employment policies while carrying out their work and work in line with the standards of behaviour as outlined in the Code of Conduct.

Context in which council jobs are carried out

We want all our staff to have a good experience of working for Gloucestershire County Council and we seek continuous improvement in all that we do. Your contribution to service delivery and your ideas about what can be done better,

or more efficiently are vital. So we ask all employees to be open to change and improvement in carrying out their jobs and to put forward fresh ideas whenever opportunities arise. This will help us to achieve our aims.

Personal development

All post holders are expected to continually develop and will be encouraged to develop skills and capabilities, including participation in projects.

The post holder will be expected to participate in Personal Assessment Review's in accordance with established County Council's policies and procedures and to complete appropriate training and development activities.

Requirements of Job Holders (contd.)

National Occupational Standards

(Where applicable)

National Occupational minimum standards are used for certain posts as the basis for assessing and managing performance, identifying personal and professional development, and assisting with operational management.

National occupational standards specify the standards of performance that people are expected to achieve in their work, and the knowledge and skills they need to perform effectively. These are the standards expected of a person who is competent in carrying out tasks relevant to the job.

Where National Occupational Standards have been identified for the post the manager will discuss these with the post holder.

Leadership and Management Competences

The council has adopted a competency framework for managers, which as well as focusing on the skills and knowledge necessary to perform jobs effectively promotes the behaviour needed by employees to improve services for our customers.

The framework captures what is vitally important:

People - this is foremost, because take that away and there is little left.

Values - because we all need to have clarity of direction, expectations and values.

Results - because individuals, teams and the organisation need to deliver results for customers.

The competency model will be used during the annual PAR when an assessment of current competencies and identification of development needs can take place.

The Council has in place training events, which support this competence framework.