



## JOB DESCRIPTION

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<b>Job Title:</b>	Supervising Social Worker
<b>Responsible To:</b>	Registered Manager & Senior Supervising Social Worker
<b>Responsible For:</b>	Recruitment, Assessment, Training and Support of Foster Carers
<b>Salary:</b>	£28,000 – £34,000 progression/bar

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### Job Purpose

To contribute to the operational delivery of an effective Fostering Service that positively promotes Every Child matters outcomes for looked after children.

To be responsible for fostering supervising social work provision including managing own caseload whilst managing the reputation of the Agency and complying with national and service procedures and guidance

### Main Duties

To ensure compliance in relation to all fostering agency tasks associated with the post including: foster carer assessment, approval, and training; promptly dealing with safeguarding issues, complaints, allegations or concerns; being involved in placement planning and foster carer reviews.

To ensure all statutory checks are undertaken when required under the regulations  
Keep updated on relevant practice, policy and research.

### Support and Supervision of Foster Carers

- Recruit, assess, and monitor the continued suitability and competence of foster carers, ensuring they provide a safe, healthy, enjoyable, nurturing and learning environment for the children they care for.
- Attend Placement Planning Meetings, when a child is received into care.
- Ensure that foster carers fully understand the fostering task, competencies to be achieved and the standards expected, as detailed in the Family Foster Care's Policies and Procedures, and in the Foster Carer Handbook.
- Ensure foster carers meet the requirements of the Training Support and Development Standards and they can evidence their competencies within the specified timescales.
- Provide and record regular supervision to allocated foster carers, in line with Family Foster Care's Policies and Procedures, as to frequency and content; and undertake such additional support visits / telephone contact with foster carers as placement agreements / contracts may specify.

- Help identify any needs of the foster family; e.g. respite, activities, therapy, or holidays.
- Work closely with all members of the child's network, including contributing to all relevant meetings and any other tasks defined.
- Regularly, capture the views of foster carer birth children and looked after children through Family Foster Care quality assurance tools
- Presenting Reports to Fostering Panel as required
- Ensuring that all Foster Carer Form F's are updated as appropriate
- Identify learning and development needs of foster carers. Work with foster carers to help them achieve their Personal Professional Development Plans (PPDP).
- Assist in the delivery and planning of training for foster carers including the 'Skills to Foster' and core training.
- Attend meetings to support foster carers, children and young people.
- Support foster carers in preparing young people for independent or semi-independent living and contributing to the Pathway Plans.
- Ensure foster carers are aware of wider support systems available, such as Fostering Network and assist in facilitation of Foster Carer Forums/Support Groups.
- Attend social, educational and leisure activities relating to the support of children, young people and foster carers.

### **Safeguarding Looked After Children**

- Ensure each child has an accurate and up to date Essential Information Record, Care Plan, PEP, Health Plan and when appropriate a Pathway Plan on file and that foster carers have a copy available for reference.
- Ensure each child has a Placement Agreement on file and that foster carers have a copy available for reference if appropriate.
- 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.
- Ensure that comprehensive case recordings are completed and maintained.
- Demonstrate a sound knowledge of Safeguarding and Child Protection procedures.
- Participate in negotiations between Family Foster Care and Local Authorities to ensure each child placed is carefully matched with a foster carer capable of meeting their needs.
- Complete and follow through paperwork and procedures in relation to serious incidents and notifiable events.
- Ensure the necessary Risk Assessments are completed and regularly monitored in line with Family Foster Care's policies and procedures.

### **Special Requirements**

- The post holder must have a good understanding of Local Children's Safeguarding Board procedures
- Ensure compliance with the HCPC Code of Conduct and Proficiency
- Participate in the Out of Hours Duty System.

### **Administration**

Take responsibility for administration in relation to the social work task to include timely and accurate recording of all communications, reports and case recordings on files and the available electronic information system.

### **General and Special Conditions**

- This post will require working outside normal office hours in order to meet the needs of the service. This will include some evening work, bank holidays and weekend work. This post will allow flexible working for the post holder.
- Due to the nature of the work involved, this post is “exempt” from the provision of the Rehabilitation of Offenders Act 1974 by virtue of the ROA 1974 (Exceptions) (Amendment) Order 1986.
- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
- All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health & Safety arrangements and systems to ensure appropriate improvements are made where necessary.
- Since confidential information is involved with the duties of this post the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information
- The post holder must be able to undertake, and participate in training, coaching and development activities, as appropriate.
- Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job
- The post holder must have a full driving licence and access to a car that is fully insured, with business usage, and has a valid MOT

**PERSON SPECIFICATION  
SUPERVISING SOCIAL WORKER**

**Key: A = Assessed by application form**

**I = Assessed at Interview**

**D = Assessed by Documentary Evidence/References**

<b>Education / Qualifications</b>		<b>Short List Criteria</b>	<b>A</b>	<b>I</b>	<b>D</b>
MA Social Work, DipSW, CQSW or other equivalent social work qualification	Essential		✓		✓
Hold a current HCPC Registration	Essential		✓		✓
<b>Experience / Training</b>					
Minimum 2 years post qualifying experience in children's social care or equivalent voluntary/charity sector	Essential		✓		✓
Safeguarding	Essential		✓		✓
Fostering, e.g. Skills to Foster, foster carers assessments (Form F)	Desirable			✓	
Can use word processor and familiar with Microsoft	Essential		✓	✓	
Has worked with childcare and families	Essential		✓	✓	
<b>Knowledge</b>					
All relevant and recent legislation and guidance in relation to children looked after, children in need, fostering regulations and national minimum standards (NMS/Care, Case Reviews & Planning Regulations)	Essential		✓	✓	
Child development and family dynamics	Essential		✓	✓	
Direct work with children separation & loss	Essential		✓	✓	
A comprehensive knowledge of all policies and procedures in relation to Safeguarding children	Essential		✓	✓	
<b>Personal Qualities</b>					
Ability to be well organised	Essential				
Work on own initiative under supervision	Essential				
Ability to keep abreast of changes to legislation, policy & procedures	Essential				
Can communicate at all levels in a clear, concise language	Essential				

<b>Personal Qualities</b>					
Ability to maintain confidentiality	Essential		✓	✓	
Willingness to undertake all relevant training	Essential			✓	
To participate in the 24hr on call duty system.	Essential			✓	
A commitment to providing a professional and quality service	Essential			✓	
A commitment to Equal Opportunities in all work practices	Essential		✓	✓	
<b>Miscellaneous</b>					
Must work within HCPC Code of Practice	Essential		✓	✓	
Must be willing to work in partnership with key stake-holders	Essential		✓	✓	
Ability and willingness to work flexibly including weekend, early morning and evening work as necessary.	Essential			✓	
Must possess a full driving licence with business cover on the fully comprehensive insurance <b><i>A company car can be provided if required</i></b>	Essential		✓		✓
To be confident transporting children and young people in sometimes stressful and difficult situations	Essential			✓	
Willingness to undertake an enhanced DBS check and random references being asked for	Essential			✓	