

**JOB DESCRIPTION**

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| **JOB IDENTIFICATION** |
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| **Job Title:** | Team Manager  |
| **Responsible To:** | Operations Manager - Fostering  |
| **Department:** | Fostering |
| **Salary:** | **£36,552 - £37,039** |

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| **JOB ROLE** |  |

# SUMMARY

The post holder will be required to manage the day to day running of the fostering team and deputise for the Registered manager.

The role entails some responsibility for the recruitment, training and assessment of foster carers who can provide placements for children and young people from a range of diverse backgrounds.

You will be required to provide appropriate support to the social workers and support staff to ensure that high quality levels of supervision, support and training are delivered.

You will be responsible for ensuring that the KPI data is maintained and report this to the registered manager. You must be organised and methodical.

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| **KEY DUTIES** |

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| **No** | **Description of Duties** |
| 1 | To show clear leadership to the team in line with company policy and in line with Fostering Standards, legislation and good practice |
| 2 | Deputise for the Operations Manager in their absence. |
| 3 | Undertake the professional supervision of allocated staff within the team |
| 4 | Ensure staff appraisal systems are implemented and set clear objectives to enable effective monitoring of workloads and professional development in line with company policy. |
| 5 | Ensure that staff members are able to manage and fulfil their workload and maximise their potential |
| 6 | Provide day to day advice and guidance to Supervising Social Workers, Placement Team and Foster Carers on operational matters |
| 7 | Ensure professional social work practice is in line with the current fostering regulations and national minimum standards |
| 8 | Provide monthly supervision visits to foster carers, including regular telephone support and occasional unannounced visits, all of which are to be recorded. |
| 9 | Facilitate skills to foster training for prospective applicants and post approval training. |
| 10 | Undertake competency based Form F assessments of prospective foster carers. |
| 11 | Undertake respite care assessments in accordance with Schedule 3 reports and present these to panel. |
| 12 | Facilitate monthly carers support groups as required. |
| 13 | Contribute to the annual review process of foster carers suitability and competencies ensuring they provide a safe, healthy, nurturing and learning environment for children and young people. |
| 14 | Involved in the recruitment of carers through publicity, information events and initial visits. |
| 15 | Source suitable placements for foster carers by ensuring that each child or young person placed is carefully matched with carers capable of meeting their demands. |
| 16 | Obtain all pertinent LAC documentation, core assessments from Local Authorities and or related agencies. |
| 17 | Ensure compliance with child protection procedures. |
| 18 | Ensure that the protection of children and safeguarding their welfare is given priority in all activities and that serious incidents, allegations, complaints are recorded and acted upon appropriately in line with Agency procedures. |
| 19 | Develop and maintain links with Local Authority staff to ensure the child’s care plan is promoted. |
| 20 | Prepare reports for and attend children’s reviews, case conferences, professionals meetings, court proceedings and other meetings as required. |
| 21 | Support foster carers in preparing children and young people for independent or semi-independent living. |
| 22 | Undertake evening visits as and when required. |
| 23 | Participate in the out of hours support service. |
| 24 | Ensure comprehensive case recordings are maintained for foster carers, children and young people on placement as required by the Agency and National Minimum Fostering Standards. |
| 25 | Adhere to Progress’ social work and foster care policy and procedures manuals. |
| 26 | Ensure carers maintain accurate records of children in placement and that they are kept up to date. |
| 27 | Ensure carers understand the task, competencies to be achieved, standards expected, Agency policies including complaints and representations procedure and facilitate usage if required. |
| 28 | Undertake direct work and assessment of foster carers, child/young person according to identified needs. |
| 29 | Ensure foster carers utilise respite appropriately and in the child/young persons best interests. |
| 30 | Represent and promote Progress at every opportunity. |
| 31 | Ensure practice is in line with OFSTED requirements. |
| 32 | Responsibility for your own professional development, supervision, appraisal and relevant training opportunities as necessary |
| 33 | Ensure all Progress policies and procedures are adhered to. |
| 34 | Attend conferences and reviews as required for children placed with foster carers. |
| 35 | Attend in house training and development as necessary for the post. |
| 36 | To be familiar and keep up to date on new government policy and legislation relating to child care issues. |
| 37 | Ensure Health and Safety is observed in the course of employment. |
| 38 | Ensure compliance with Equal Opportunities at all times. |
| 39 | To undertake any other duties as may be appropriate to achieve the objective of the post commensurate with ability and aptitude. |
|  | **Operations** |
| 1 | Have the opportunity to influence Agency policy and practice. |
| 2 | Involved in working groups to affect changes in operational processes and protocols. |
| 3 | Contribute to the preparation and planning of OFSTED Inspections and being responsible for ensuring your individual caseload is in line with Agency and OFSTED requirements. |
| 4 | Cover colleagues’ work as a consequence of sickness and/or leave. |
| 5 | Attend regular monthly team meetings and national meetings. |
| 6 | Work in partnership with the relevant disciplines involved in the Agency’s fostering service. |
| 7 | Travel within the West Midlands area as required. |
| 8 | The post holder will be expected to adopt a flexible attitude to the duties of the post.  |
| 9 | These may have to be varied after discussions with the post holder due to the changing needs of the service but in keeping with the Directors requirements of the post. |
|  | **Professional Development** |
| 1 | To take every reasonable opportunity to maintain and improve personal and professional competence. |
| 2 | To participate in personal objective setting and review, including the creation and achievement of a personal development review plan. |

# Standard Clauses - all Job Descriptions

⦁ To work in an internal and external customer related way in accordance with adopted procedures and

 good practice.

⦁ To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.

⦁ To comply with the Company’s Equality & Diversity Policy, Code of Conduct, Staff Handbook and other relevant policy, procedures and legislation.

⦁ To comply with and / or ensure compliance with the Company Data Protection Policies and the Data Act and other relevant legislation.

⦁ To comply with Company’s safety policy and other safety procedures and guidelines which are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts. Employers must co-operate and comply with Management instructions regarding Health & Safety issues and report all accidents, incidents and problems as soon as practicable to their Supervisor, Manager or other senior members of staff available.

The responsibilities above cannot totally encompass or define all tasks which may be required of the post-holder. The outline responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

The Company works in a dynamic environment and inevitably the details of any job change with time. In consultation with the post holder, the job description will be revised and issued as necessary. The appraisal process in place in the Company will be a mechanism for instigating discussions and subsequent amendments to this document.

The post holder will undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the Company catchment areas.

PERSON SPECIFICATION

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| Job Title: Practice Lead - Operations |   |  |

Candidates will be assessed for shortlist and interviewed against the following criteria.

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|  | Short listing criteria | Essential | Desirable | How tested? |
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|  | 1. Qualifications |  |  |  |
| 1.1 | DiPSW/CQSW Recognised Social Work Qualification  | X |  | A |
| 1.2 | Minimum NVQ 4 Management or equivalent  | X |  | A |
|  | 2. Experience |  |  |  |
| 2.3 | * Social Work Practice including knowledge of Fostering, Family Assessments and court work, experience in children with disabilities
 | X |  | A/I |
| 2.4 | * Experience of affecting change through clear planning processes
 | X |  | A/I |
| 2.4 | * Experience of business development and relationship management
 | X |  | A/I |
|  | 3. Skills/Abilities |  |  |  |
| 3.1 | * High personal impact
 | X |  | I |
| 3.2 | * Proven ability to build effective, long term professional relationships
 | X |  | I |
| 3.3 | * Proven influencing/ negotiating/ networking skills
 | X |  | I |
| 3.4 | * Excellent communication skills
 | X |  | I |
| 3.8 | * PC literate
 | X |  | A |
|  | 4. Qualities |  |  |  |
| 4.1 | * Ability to create a sense of community amongst members of the organisation at all levels
 | X |  | I |
|  | **5. Other requirements** |  |  |  |
| 5.2 | * Demonstrates resilience and confidence under pressure
 | X |  | I |
| 5.3 | * Strong personal values associated to the Care sector
 | X |  | A/I |
| 5.4 | * Strong commitment to promote equal opportunities and diversity
 | X |  | I |
| 5.5 | * **Care –** Passionate and compassionate about people and providing best quality of care. Acts with positive intent having regard for impact of decisions and actions on individuals. Is able to distinguish between the individual and their behaviour and manages situations accordingly
 | X |  | I |
| 5,6 | * **Trust –** Can be relied upon to make sound decisions for their service and team. Shows confidence in others to deliver positive outcomes/results to the best of their ability
 | X |  | I |
| 5.7 | * **Respect –** Value others ideas and contribution, treating people as individuals and values diversity and equality
 | X |  | I |
| 5.8 | * **Progress –** Strives to continue improvement in all areas and responds positively to change
 | x |  | I |