

## Job Description

<b>Job Title:</b>	<b>Supervising Social Worker (Fostering)</b>
<b>Grade:</b>	<b>PO3</b>
<b>Department:</b>	<b>Corporate Parenting and Permanence</b>
<b>Division:</b>	<b>Children's Care and Support</b>
<b>Reports to:</b>	<b>Team Manager</b>
<b>Responsible for:</b>	<b>NA</b>
<b>Number of Posts Supervised/ Managed:</b>	<b>NA</b>

### Job Purpose

To act as a member of a professional team, providing a responsive fostering service to children and their families, where the Department is supporting them through either preventative or statutory intervention, with the purpose of safeguarding and promoting their welfare.

To implement the policies and procedures and strategic objectives of Barking and Dagenham Children's Services.

To assist children and their carers in the identification and resolution of problems they present wherever possible, within a framework of partnership and choice.

### Specific Accountabilities of the Role

- To recruit and assess prospective foster families – including short term and respite.
- To work closely with the children's social workers and other professionals involved with the children.
- To attend strategy meetings, LAC Reviews, Fostering Panel and any other meetings as required.
- To visit Foster Carers and undertake formal supervision and to offer advice and support to the fostering household.
- To work in accordance with National Minimum Standards for Fostering Service.
- To undertake F-Form Assessments of prospective foster carers and update Form Fs for current foster carers when necessary for the Fostering Panel.
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- To work within the framework of legislation, guidance and regulations, particularly the Children Act 1989 and Pan London Child Protection Procedures.

- To organise and participate in training courses for prospective carers.
- To work to the policies and procedures of Barking & Dagenham Children's Services.
- To contribute to the planning and development of the service provided by the team and promote the improvement of standards and quality assurance.
- To prepare and present a range of reports, including Strategy Meeting Reports, Stability Meeting Reports and Placement Planning Meetings.
- To attend Court and represent the Local Authority.
- To be familiar with inputting data and generally using Barking and Dagenham's IT systems such as emails, spreadsheets and Word.

## **Statutory requirements**

This post carries a requirement to have a Disclosure and Barring Service check for either Adults, Children's or both as well as Social Work England (Formerly HCPC) registration

## **General Accountabilities and Responsibilities**

### Customer Care

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

### Project management

Undertake assigned projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

### General Accountabilities and Responsibilities (All roles)

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution (including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees' Code of Conduct), Information Security Policies, Social Media Policy and other requirements of the Council.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.

- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies and comply with the Equality Act 2010.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Service H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

## Person Specification Template

<b>Post Title</b>	<b>Supervising Social Worker</b>	<b>Grade</b>	PO3
<b>Section, Division</b>	<b>Safeguarding and Rights, Children's Care and Support</b>	<b>Date of Person Specification</b>	09/2020

**Application: please reflect the 6 Knowledge, Skills and Experience criteria as well as 3 Value behaviours indicated below.**

Job Requirements		Criteria	Method of Assessment	Job Requirements		Criteria	Method of Assessment
<b>Education, Training and Qualifications</b>	Social Work Qualification (i.e. DIPSW, CQSW or equivalent)	E	AF/I	<b>Knowledge, Skills and Experience</b>	Knowledge of National Minimum Standards for Fostering Services and Care Standards Act 2000	E	AF/I
	Social Work England (HCPC/GSCC) Registered.	E	AF/I		Knowledge of PAN London Child Protection Procedures	E	I
	Evidence continued professional development through training and social work experience.	E	I		Knowledge of issues relating to child protection work	E	AF/I
					Ability to make evidence based decisions and seek management advice as and when required	E	AF/I
					Knowledge of risk assessments/application to practice	E	AF/I
					Knowledge of the needs of young children and their families	E	I
					Knowledge of Children in Care Statutory Review Process and importance of care planning and the need to monitor and review	E	AF/I

					IT skills which are conversant with the use of Information Technology as a requirement to carry out duties of the post.	E	I
					Two Years Social Work experience, including experience of Child Protection	E	AF/I
<b>Communication, Contacts and Relationships</b>	Ability to communicate effectively, verbally and in writing with children, young people, their families, foster carers, adoptive parents and other professionals.	E	I	<b>Equalities and Diversity</b>	Track record of achievement of working with diversity.	E	I
	An understanding of child development and communication.	E	I		Ability to challenge inappropriate practice	E	I
	Ability to demonstrate verbal reasoning skills as well as listening skills.	E	I				
	Ability to maintain professional boundaries with colleagues and service users and to promote the values of the Council in all interactions	E	I				
	Effective Teamwork and promote good practice	E	I				
<b>Creativity and Innovation</b>	Ability to use resources creatively. Desire to promote good practice and to apply equal opportunities, policies and strategies.		I	<b>Resources, data protection and information governance.</b>	Ability to use resources creatively. Desire to promote good practice and to apply equal opportunities, policies and strategies.	E	I

<b>Supervision / Management of People</b>				<b>Work Demands and Decisions</b>	Ability to work under pressure	E	I
					Ability to make evidence based decisions. To seek management advice as and when required.	E	I
<b>Any additional factors e.g. specialist “know how”</b>							
<b>Values to be assessed at application stage</b>	Value 1: Deliver – I get the basics right and keep learning to develop my skills. I work with my team and others to get things done, and never leave a problem unsolved. I am responsible for my actions, make decisions and can explain why I made them.						
	Value 2: Inspire – I see it as my personal responsibility to maximise the satisfaction of customers; treating customers fairly, professionally, and transparently. I take pride in my work and represent the council in a positive way, sending the right message to residents, customers and partners in the way I communicate and behave.						
	Value 3: Engage – I speak up constructively and with respect when I think things need to improve.						
<b>Criteria</b>	E - Essential			<b>Method of Assessment</b>	AF - Application Form		
					C - Assessment Centre		
	<b>DWP “Disability Confident Employer” Accreditation</b>				I - Interview		
	Applicants with a disability or impairment will be shortlisted for interview if they meet the minimum (essential) criteria for the job.				T - Test		
	<b>Armed Forces Community Covenant</b>				W - Workplace Assessment or job trial		
	All personnel and veterans who have left the armed forces within the last 24 months will be offered an interview if they meet the minimum (essential) criteria for the job.				O - Other (please detail below)		

## Barking and Dagenham Council employees



### Deliver

I get the basics right and keep learning to develop my skills.

I work with my team and others to get things done, and never leave a problem unsolved.

I am responsible for my actions, make decisions and can explain why I made them.



### Respond

I am professional and polite in every contact I have with residents and customers, leaving them always with a good impression of the council.



### Inspire

I see it as my personal responsibility to maximise the satisfaction of customers; treating customers fairly, professionally and transparently.

I take pride in my work, and represent the council in a positive way, sending the right message to residents, customers and partners in the way I communicate and behave.



### Value

I understand my contribution and the part I play to change the borough for the better.



### Engage

I speak up constructively and with respect when I think things need to improve.