

## Job Description

<b>Job Title:</b>	<b>Senior Supervising Social Worker</b>
<b>Reports to:</b>	<b>Registered Manager</b>
<b>Salary:</b>	<b>£34,000 - £36,000</b>
<b>Location:</b>	<b>Fostering to Inspire, 1 Red Hall Court Wakefield WF1 2UN</b>

### Purpose

To recruit, assess, train, and support foster carers in accordance with the relevant legal framework.

To promote the welfare of children placed with Fostering to Inspire foster carers.

To contribute to the promotion, development and provision of Fostering to Inspire's fostering service.

### Main Duties and Responsibilities

1. To undertake the recruitment and assessment of fostering applicants, including the provision of a counselling service to unsuccessful applicants as appropriate.
2. To work positively to promote the recruitment of carers who can meet the needs of children in respect of their race, religion, language and culture.
3. To prepare comprehensive assessments of applicants for presentation at the fostering panel in respect of applicants.
4. To undertake any necessary pre-approval preparation and training of foster carers, to assist in the provision of training programmes.
5. To participate in a comprehensive support service to foster carers, including undertaking the supervising social worker role and annual reviews and out of hours service.
6. To participate in case conferences, planning meetings and reviews where children are either in placement or being considered for a substitute family placement.
7. To respond to requests for the provision of foster placements, by identifying appropriate placements and working to facilitate such placements.

8. To liaise with local authorities and other agencies on matters concerning matching and placements of children and young people.
9. To provide reports and statistical information in accordance with statutory and Fostering to Inspire requirements.
10. To follow Fostering to Inspire child protection procedures.
11. To be responsible for the organisation and planning of work as designated by line managers.
12. To be responsible for the organisation and planning of work within agreed priorities.
13. To contribute to the development and evaluation of services.
14. To ensure compliance with all the relevant administrative legislation as directed by management.
15. To represent Fostering to Inspire to other agencies in a professional and appropriate manner.
16. To market the services of the Fostering Service to potential customers.
17. To participate in regular supervision and annual appraisal and be committed to own continuing professional development.
18. To participate in internal/external meetings as required and attend training events, conferences and other functions as necessary.
19. To ensure that Fostering to Inspire's policies (including Equalities policy) and procedures are adhered to and work carried out in accordance with Fostering to Inspire's aims, values and ethos.
20. To undertake any other duties, consistent with the grade and level of responsibility of this post, that may from time to time be required.

## **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and

Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center"><b>Person Specification</b></p> <p align="center"><b>Job Title: Senior Supervising Social Worker</b></p> <p align="center">(E=Essential D=Desirable)</p>
<b>SKILLS AND CORE COMPETENCIES</b>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Must be a qualified social worker (E)</li> <li>• Must be able to drive (E)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• A minimum of 2 years working with children and families (E)</li> <li>• Some experience of working within fostering (D)</li> <li>• Some experience of operating databases (D)</li> <li>• An understanding of GDPR &amp; IT security (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Good IT skills required including Word and Excel and social networking tools (E)</li> <li>• Good attention to detail as role involves checking and accuracy (E)</li> <li>• Must have good reporting and written skills and the ability to assess and analyse information (E)</li> <li>• Analytical and problem solving skills (D)</li> <li>• Demonstration of good organisational skills (D)</li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>• Ability to work to deadlines in a busy environment, be flexible and adaptable (E)</li> <li>• Experience of working with the public and have good customer service skills (E)</li> <li>• Good communication skills including written, face to face and telephone (E)</li> <li>• Ability to work on own and as part of a team (E)</li> </ul>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)</li> <li>• This post requires a Disclosure and Barring Service Check at an enhanced level (E)</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)</li> </ul>