1. **Job Description**

Anchor Foster Care Services is committed to safeguarding and protecting children, young people and vulnerable adults, and the promotion of equal opportunities and valuing diversity. Anchor expects all staff, stakeholders, students, and volunteers to share this commitment.

**Role Profile**

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| **Job Title** | **Practice Manager** |
| **Job Holder** |  |
| **Line Manager** | **Registered Manager**  | **Hours of Work****Monday – Friday 9-5** | **Full Time**  |
| **Location** | **Midlands – Hybrid Working** | **Duration of Job** | **Permanent** |
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| **Purpose of Job** | As a member of Anchor’s Senior Management Team, to manage and oversee the practice and professional development of approved Foster Families, their supervising social workers and other staff working directly with families and children in the Midlands region. This includes supervision of staff, keeping in touch through own small caseload, decision making in relation to case management and foster family, management duties, reporting, contribution to the review of strategy and policies and procedures, developing and maintaining relationships with key stakeholders and managing team dynamics.  |
| **No. of staff Managed** | **5** | **As Line Manager** | **5** | **As Counter Signatory** | **TBC** |
| **Finances Managed** | **Appropriate to the role**  |
| **State what % of the job is represented by each duty** |
| **Duty & Standards – measurable in terms of time, cost, quality, or quantity.** |
| **1. Duty (25%)** | **Contribution to the Leadership & Management Function of the Agency as part of the SMT**  |
| **Standards** | * Actively promote, develop, and sustain a “can do”, enthusiastic culture within the wider NOL team by **clearly** communicating purpose and strategy (particularly the team’s Value Drivers) in a way that staff can understand and achieves shared clarity.
* Promote a culture with a commitment to accuracy, attention to detail, enthusiastic and not adverse to change aimed at continuous improvement.
* Identify and develop upcoming leadership and management potential within the team to create capacity for future growth and promote effective and safe delegation.
* Help the team to understand the part they play in achieving the team objectives/deliverables through clear and measurable Job Plan deliverables strongly linked to the team plan. Job Plans actively monitored and reviewed for progress.
* Hold self and the staff team directly responsible and accountable for delivering set objectives, targets, and standards in line with the agency’s strategy and shared purpose, demonstrating a commitment to delivering excellent results and achieving challenging but realistic goals
* Contribute to ongoing management decision making.
* Contribute to 100% of *quarterly reports* & morning brief SMT meetings (including update on action points assigned at previous meeting and production of team report).
* Prepare quarterly SMT report within deadline set.
* Ensure that Foster Family annual reviews are completed within time frame for staff you line manage, and reports are quality assured.
* Ensure that the Reg 28 and family home reviews are completed within time frame.
* Contribute to annual planning and budgeting.
* Attend SMT morning briefs 3 times a week.
* Active and effective contribution to annual workplan. Attendance at annual SMT Away Days and presentation of team plans, reviewing previous year and priorities for coming year.
* Responding appropriately to emergencies or urgent issues as they arise and managing the consequences.
* Organise and Chair Meetings, appropriate to your role.
* Chair all stability meetings and Focus Meetings held within the Midlands region.
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| **2. Duty (25%)**  | **Performance Management and Supervision** |
|  | * Demonstrate an effective use of the performance management system ensuring you and your team are adhering to the relevant processes, policies, and procedures.
* SSWs and other managees receive one to one supervision regularly in line with agency policy and procedures.
* Midland team member job plans, with deliverables aligned with team targets, are agreed with team members on time.
* Address challenges to performance quickly and effectively.
* HR Staff Management Policy is applied quickly and effectively for all line managees with performance challenges.
* Support professional development and training of line managees.
* Professional development deliverables agreed and monitored for all line managees.
* Ensure staff performance reviews are completed and documented on time.
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| **3. Duty (25%)**  | **Other duties relating to the management, operation, and improvement of the fostering service** |
| **Standards** | * Supporting the recruitment and retention of foster families as it is everyone's responsibility within the agency.
* Undertake initial visits, or second visits, to families in the area as agreed with recruitment officer.
* Quarterly reports are completed for region within agency timeframe.
* In consultation with Registered Fostering Manager, undertake review of agency policies and procedures relating to the Fostering Team as agreed.
* Attendance at fostering panel when required.
* Oversight of the Midlands fostering families social and welfare activities in a way that promotes a “team spirit” and family retention, including attending coffee hangouts and support groups.
* Oversight of the Midlands children’s activities with a view to providing enjoyment, challenge, self-esteem building and voice. Including attending Youth Voice meetings with the staff group.
* Participate in managers out of hours rota as per timetable and procedures.
* Undertake family and child file audits for your region to ensure that FRAMP and placements plans are reviewed and updated in line with agency policy.
* Engage with training and professional development activities as noted in your PDP.
* Act in line with the agency policies on Whistle Blowing, Equal Opportunities, Anti-discriminatory practice, and Confidentiality at all times.
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| **3. Duty (20%)** | **Manage own caseload of foster families ensuring practice is in line with national and agency standards and procedures - working as part of a “team around the child” to manage support to foster placements around the needs of the children placed** |
|  | * Families on caseload with a foster placement are visited at least every 4 weeks.
* All supervision visits are logged on the Agency’s fostering database within 7 days of the visit.
* Ensure all CLA review and PEP meetings attended by self or colleague, and overview and action points are written up on the Agency’s fostering database.
* Attend TCIF reflective group unless there is a valid reason for being elsewhere.
* FRAMPs are completed and reviewed as per agency guidance.
* Proactively contribute to the formulation and review of Anchor placement plans for all children on caseload as per guidance.
* All caseload families with a foster placement are communicated with at least every 2 weeks and this is logged on the Agency’s fostering database.
* All significant communications are logged on the Agency’s fostering database within 48 hours.
* All important information is shared with other “team around the child” persons (including foster parents unless otherwise agreed) without delay.
* Attend all stability & disruption meetings relating to caseload.
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| **4. Duty (5%)** | **Other Duties**  |
| **Standards** | Undertake identified duties as per agency business requirements. |
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| **Please specify any passport/visa and/or nationality requirement.** | **UK citizen or right to work in the UK.**  |
| **Please indicate if any security or legal checks are required for this role.** | **As per Schedule 1 of Foster Regulations** |

**B. Person Specification**

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|  | **Essential** | **Desirable** | **Assessment Stage** |
| **Behaviours (how something is done)*****Anchor’s Behaviours Dictionary is relevant for all staff positions. For social workers see “Generic Social Work Competence Framework” sets the baseline expectations for social work behaviour (This maps SWE’s standards of Proficiency for Social Workers in England against the Professional Capabilities Framework.***  | Adherence to Social Work England Professional standards. Adherence to all Anchor Policies and Procedures relevant to main duties.Supporting Anchor’s core values: -**Safety**: Being aware of the impact of own behaviour (words, actions, body language) on other’s feelings of safety,Communicating openly and effectively within and outside the organisation,**Stability**: Working in partnership within and outside the organisation to promote stability of foster placements,**Hope**: Being respectful and positive; giving praise, and encouragement to others.Remaining determined facing obstacles.Being proactive; planning, prioritising, prompt action. | Taking calculated risks while keeping the needs of children and foster carers at the centre of all decisions.Proactive in suggesting improvements to policies and procedures.Going the “extra mile” –when asked.Actively seeking opportunities to promote the agencyProactive in organising social events  | **The position holder will be required to demonstrate all behaviours, on the job. These will be assessed during year end performance evaluations.** |
| **Skills (what a person can do) and Knowledge (what a person knows)*****Anchor’s Skill Dictionary covers many general skills relevant for all staff. Additional skills and knowledge will be specific to the duties listed.*** | Communicate in writing and verbally in English to a high standard.Work effectively in partnership with staff and foster parents in times of crisis and provide re-assurance.Able to model good practice and give practical advice to staff and foster parents.Able to win the confidence and trust of foster parents and other staff.Microsoft Word and Outlook at a good level.Quality assurance of written social work reports.Able to work flexibly in a child and person-centred way.Good interpersonal skills.Able to work independently.Able to motivate others.Knowledge of the UK Fostering Regulations and Standards. | Good team building skills. Good analytical and problem-solving skills. Knowledge of how to promote diversity and equal opportunities within a fostering service.Knowledge of cultures other than own. |  |
| **Experience (what a person has done)** | At least 5 years UK social work experience in a fostering or a comparable service. At least 2 years previous experience in a Senior role, that has required supervision of employees and other management duties.  | Relevant project management experienceSenior practitioner work within an IFA Experience of Form F assessments |  |
| **Qualifications** | Social Work Qualification (Dip SW or Degree SW).SWE Registration. Full driving licence.Access to a car  | Advanced social work qualificationManagement qualificationPractice Educator |  |

**Authorisation**

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| **Line Manager’s Name** |  |
| **Post Title** |  | **Department** |  |
| **Signature** |  | **Date**  |  |
| **Name** |  |
| **Signature** |  | **Date** |  |