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 expect all staff, stakeholders, students and volunteers to share this commitment.

**Role Profile**

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| **Job Title** | Supervising Social Worker | | | | | | | |
| **Job Holder** |  | | | | | | | |
| **Line Manager** | Practice Manager - NOL | | **Hours of Work** | | | | Full time | |
| **Location** | Hybrid - Home working & Castle Donington Hub | | **Duration of Job** | | | | Permanent | |
| **Purpose of Job** | To supervise and support foster parents, in looking after children and young people within their homes, building community and contribute to the recruitment and assessment of new foster parents. | | | | | | | |
| **No. of staff Managed** | **0** | **As Line Manager** | | | **0** | **As Counter Signatory** | | **0** |
| **Finances Managed** |  | | | | | | | |
| **State what % of the job is represented by each duty** | | | | | | | | |
| **Duty & Standards – measurable in terms of time, cost, quality or quantity.** | | | | | | | | |
| **1. Duty 30%** | **Supervision of an allocated caseload of up to 12 Foster Families in line with national and agency standards and procedures** | | | | | | | |
| **Standards** | * All families with a foster placement are visited at least monthly, and new placements to be visited more regularly as agreed with line manager, * All supervision visits are logged on CHARMs within 7 days of the visit. * At least two unannounced visits are done within a 12-month period for each foster family within caseload * Monthly child progress reports are completed if requested by the placing social worker. * Agency CLA review reports written if unable to attend the CLA review or requested by the LASW or IRO. * Ensure all CLA review and PEP meetings attended by self or a suitable qualified colleague, and minutes taken and logged on charms. * Engage with social work supervision as per agreed schedule. * Attend all social work practice meetings, clinical meetings unless there is a valid reason for being elsewhere, with apologies. * Complete funding reviews within specified timescales. * Foster parent expenses are authorised and processed efficiently to prevent any delays in payment. | | | | | | | |
| **2. Duty 20%** | **Work as part of a “team around the child” to manage support to foster placements around the needs of the children placed, the foster families' capabilities and circumstances, in line with agency procedures and ethos.** | | | | | | | |
| **Standards** | * Proactively contribute to the formulation and review of agency placement plans for all children on caseload as per guidance. * All caseload families with a child or young person are communicated with at least weekly and more regularly if a situation is unstable. * All significant communications are logged on CHARMs within 24 hours. * All important information is shared with other “team around the child” members without delay. * Unless there are significant safe-guarding concerns, include foster parents in all important communications with other members of the team around the child, including local authority social workers. * Attend all “stability” meetings. * Attend PEP meetings alongside the foster parent * Attend all training relating to therapeutic approaches to fostering with parents. | | | | | | | |
| **3. Duty 15%** | **Undertake social work duty in support of existing and new foster placements, including out of hours duty.** | | | | | | | |
| **Standards** | * Participate in out of hours rota as per timetable and follow procedures. * Participate in daytime duty rota as per timetable and follow procedures. | | | | | | | |
| **4. Duty 20%** | **Assessment and review work, including Form Fs, annual reviews, risk assessments and other specialist assessments.** | | | | | | | |
| **Standards** | * SSW part of annual review is completed on time, to standard, and families are supported with their contribution. * All risk assessments completed and reviewed as per agency guidance. | | | | | | | |
| **5. Duty 15%** | **Other duties relating to the 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. * Participate in training activities with foster parents and review use of knowledge attained by foster parents during supervision. * Attend alongside foster parent therapeutic support groups. * Participate in staff meetings unless there is a valid reason for being elsewhere. * Engage with training and professional development activities as in PDP. * Act in line with the agency policies on Whistle Blowing, Equal Opportunities, Anti-discriminatory practice, and Confidentiality at all times. * Support the learning of social work students on placement. | | | | | | | |
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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 Competency Framework” which 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 Anchor Policies, Procedures and Ethos 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; giving praise and encouragement to others,  Remaining determined while facing obstacles; avoiding a blaming position  Being proactive; planning, prioritising, prompt action.  Supportive of Anchor’s strategic direction. | Being creative and innovative – “thinking outside the box” around the needs of children and foster carers,  Asking questions about policies and procedures.  Making suggestions for improving practice,  Being willing to go the “extra mile”  Recognise, accept, learn and grow from mistakes.  Attending 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.*** | Able to communicate in writing and verbally in English to a high standard,  Good listening skills: able to come alongside and re-assure foster carers in crisis,  Empower foster carers through advice,  Able to gain the confidence and trust of foster carers, and other professionals  Attention to detail and high levels of accuracy in listening and recording.  Able to work flexibly in a child and person-centred way.  Good interpersonal skills.  Able to work independently and in an organised way.  Office administration and time management skills.  Computer skills including the word processing and e-mail at a good level.  Able to motivate others.  Knowledge of the looked after children system in the UK. | Good team building skills, good analytical and problem-solving skills, and possess cultural awareness and sensitivity.  Excel spreadsheets and other computer skills.  Knowledge of the UK Fostering regulations and standards |  |
| **Experience (what a person has done)** | 1 years’ experience holding a substantial caseload, remaining organised with clear prioritisation.  Risk assessment  Experience of supporting children and/or families. | 2 years’ experience in a SSW role within and IFA  Experience of Form F assessment, which was well received by a fostering panel,  Work in a therapeutic setting |  |
| **Qualifications** | Social Work Qualification.  Social Work England Registration.  Full driving licence. | Counselling or therapeutic qualification |  |

**Authorisation**

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

**On signing this document, you have agreed to supervision**