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** | **Fostering Sessional Support Worker** | | | |
| **Job Holder** |  | | | |
| **Line Manager** |  | **Hours of Work** | | **Sessional** |
| **Location** | **Various** | | | |
|  | | | | |
| **Purpose of Job** | To provide various types of support to the Fostering team as required in line with national standards and agency policies. Support placement stability and to maintain as a priority the welfare of children and foster families. | | | |
|  | | | | |
| **Duty & Standards** | | | | |
| **1. Duty** | **Direct work with Children and Young People (YP)** | | | |
| **Standards** | * Support child activities inside and outside the foster home; these are arranged and undertaken following agency procedures. * Child forum events (day trips and Youth Voice) arranged and delivered following agency procedures. * Development of young people independent living skills using appropriate tools. * Other direct work undertaken as agreed with appropriate supervision. * Driving duties when required. | | | |
| **2. Duty** | **Family Time** | | | |
| **Standards** | * Facilitation and supervision of family time and report writing, following agency guidelines. * Transporting to and from contact if required. | | | |
| **3. Duty** | **Support to Foster Parents** | | | |
| **Standards** | * Support children’s and YP’s engagement with other services following agency procedures. * Providing day support to foster parents as agreed. * Assisting with transport where agreed. | | | |
| **4. Duty** | **Keep records and participate in administrative tasks** | | | |
| **Standards** | * Write reports etc. from visits/contact. * Record all information discussed in supervised family time and ensure that reports are processed efficiently (refer to sessional workers guidelines). * Follow the agency's financial policies and procedures. * Participate in regular supervision to receive support, increase knowledge, identify training needs, evaluate work performance, aid and assess professional development. * General administration tasks including effective communication via telephone, teams etc., as allocated by agency staff. | | | |
| **5. Duty** | **Other Duties** | | | |
| **Standards** | * Provide support to the Business Development Team in respect of foster parent recruitment activities. * To take responsibility for own continued professional development. * Maintain confidentiality and promote ethically-sound practice, including equality of opportunity and anti-oppressive practice. * To undertake other duties relevant to level of experience and qualifications as agreed with agency staff. | | | |
|  | | | | |
| **Please specify any passport/visa and/or nationality requirement.** | | | **Right to work in the UK** | |
| **Please indicate if any security or legal checks are required for this role.** | | | **Enhanced DBS check** | |

**B. Person Specification**

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to perform the duties above.

Each of the criteria listed below may be measured through; the Short List Criteria (SLC), Assessed by application form (A), Assessed at Interview (I), Assessed by Documentary Evidence/References (D)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Essential/**  **Desirable** | **SLC** | **A** | **I** | **D** |
| **Education/Qualifications** |  | | | | |
| Can read and write in basic English language | **Essential** | **x** | **x** | **x** | **x** |
| **Experience/Training** |  | | | | |
| Experience of working with children, has parented own children, worked within children and family settings | **Essential** | **x** | **x** | **x** |  |
| Experience of working with foster parents | **Desirable** |  |  |  | **x** |
| Has childcare qualifications | **Desirable** |  |  |  | **x** |
| Able to use IT software and email | **Essential** |  |  |  | **x** |
| **Knowledge** |  | | | | |
| A good knowledge of child/young people development stages 0-18 years | **Essential** | **x** | **x** | **x** |  |
| **Personal Qualities** |  | | | | |
| Ability to communicate clearly and sensitively with children and adults | **Essential** | **x** | **x** | **x** |  |
| Ability to work on own initiative and as part of a team in a flexible and creative manner, within agency policies and procedures | **Essential** |  | **x** | **x** |  |
| Reliable, flexible and dependable | **Essential** | **x** | **x** | **x** |  |
| Maintain confidentiality | **Essential** |  | **x** | **x** |  |
| A commitment to providing a professional and quality service | **Essential** |  |  | **x** |  |
| A commitment to Equal Opportunities in all practices | **Essential** |  | **x** | **x** |  |

**Authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed on behalf of Anchor Foster Care** |  | | |
| **Post Title** |  | | |
| **Signature** |  | **Date** |  |
| **Name** |  | | |
| **Signature** |  | **Date** |  |

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