

RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

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| Position Title: | Supervising Social Worker |
| Grade: | G06/PO1 |
| Directorate: | Children & Families |
| Department: | Children's Social Care – Fostering and Assessment Service |
| Responsible to: | Team Manager |

Purpose of the Job:

To complete Form F, Connected Carers and Special Guardianship assessments for new carers.

To undertake Private Fostering and Step Parent Adoption Assessments.

To provide support, advice, and guidance to local authority Foster Carers and Kinship Carers in every aspect of Fostering to enable them to acquire the appropriate expertise and meet National Minimum Standards.

To provide training and support groups for all Carers.

Main Responsibilities:

1. The recruitment, assessment, approval, support and supervision of foster carers including kinship carers
2. To prepare and present assessments to the fostering panel including mainstream fostering (Form F), Kinship (Form C), and Foster carers' annual reviews
3. To complete initial viability and SGO assessments for submission to Court. To attend court as required in respect of these assessments.
4. To identify placements for children appropriate to their needs and ensure effective management and support plans are in place to support Carers and promote placement stability.
5. The identification, preparation and implementation of training for prospective and approved Carers in accordance with Carers professional development plans



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6. To enable on-going reflective supervision and to provide support to approved Foster Carers, both prior, during and after placement to enable Foster Carers to develop their skills and practice.
7. To keep up to date and organised electronic case files in line with departmental policies
8. Preparation of Annual review reports on carers on a regular basis
9. The provision of direct work with carer's own children where appropriate, all within agreed programs of activity/work.
10. Reporting to the Team Manager on the work of the Fostering Service and advising on further development to contribute to service development.
11. To deal with representations (including complaints) speedily and effectively.
12. To keep up to date with developments in good practice and to contribute to the general development of the department's services.
13. To work to the department's financial procedures and within agreed budgets.
14. To involve Foster Carers in the planning, decision making and delivery of services.
15. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
16. To undertake any other duties commensurate with the grade as required by the needs of the service.
17. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
18. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
19. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within

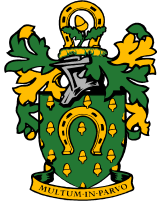


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the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Dimensions:

No budget/line management responsibilities.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

| Essential | Method of Assessment * |
|--------------------------|------------------------|
| DIPSW/BASW/CQSQ | D |
| Registration with SWE | D |
| Desirable | Method of Assessment * |
| Post qualification Award | D |

EXPERIENCE/KNOWLEDGE

| Essential | Method of Assessment * |
|---|------------------------|
| Practical experience of working with foster carers | A/I |
| Experience of managing full and varied caseload | A/I |
| Sound knowledge of fostering legislation and national minimum standards | A/I |
| Knowledge and understanding of child care legislation | A/I |
| Understanding of child development and attachment theory | A/I |
| Desirable | Method of Assessment * |
| Experience of working a duty system | A/I |

SKILLS

| Essential | Method of Assessment * |
|-------------|------------------------|
| IT literate | A |



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| Good communication skills and liaison across teams | A/I |
| Ability to set and work to clear objectives and to prioritise workload | A/I |
| Being enthusiastic and a good team player | A/I |
| A problem solving attitude with the ability to bring a range of interventions together to achieve positive outcomes for children and young people. | A/I |
| Managing conflict and maintaining professional relationships | A/I |
| Advocacy skills | A/I |
| Commitment to providing high quality fostering service | A/I |

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| Desirable | Method of Assessment * |
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EQUALITY AND DIVERSITY

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| Essential | Method of Assessment * |
| Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice. | A/I |

OTHER

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| Essential | Method of Assessment * |
| Flexible in working patterns to fulfil commitments of the role and team. | A/I |
| Willingness and ability to visit other sites as and when required. | A/I |

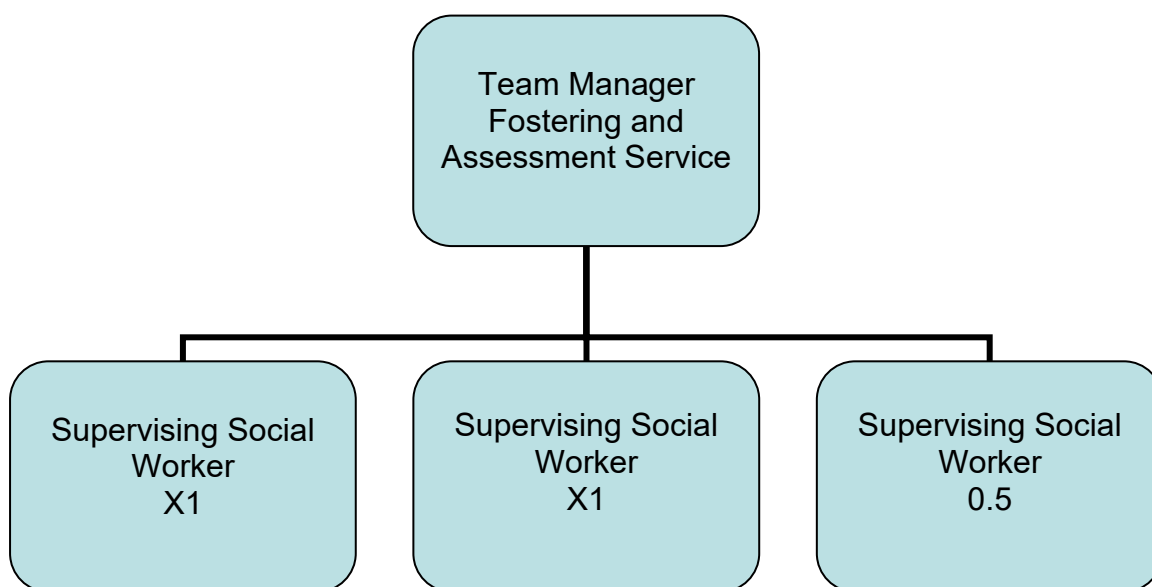
*** A = Application Form D = Documentary evidence I = Interview T = Test**



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NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing officer must sign below. If changed, please submit both the original job description and amended job description to Human Resources.

STRUCTURE



| DATE | CHANGE - YES/NO | SIGNATURE |
|---------------|------------------------------|---|
| October 2015 | Yes to reflect new structure | |
| January 2018 | Yes to reflect new structure | Rebecca Wilshire, Head of Safeguarding (Children) |
| May 2019 | Yes to reflect new structure | Shirley Bowron, Team Manager |
| December 2023 | Yes to reflect new structure | Sarah Gill- Service Manager for QA, Standards and Fostering |
| May 2024 | Yes to update language | Julie Hall, Fostering Team Manager |