

JOB DESCRIPTION

Job Title:	Assistant Team Manager, Family Placement Team (part time 22.2hours)
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Directorate:	People	Salary:	FTE £54,988 - £58,139, + £706 LWA + £963 Essential Car User allowance (pro rata £32,992 – £34,883 + £423 LWA + ECU £963)
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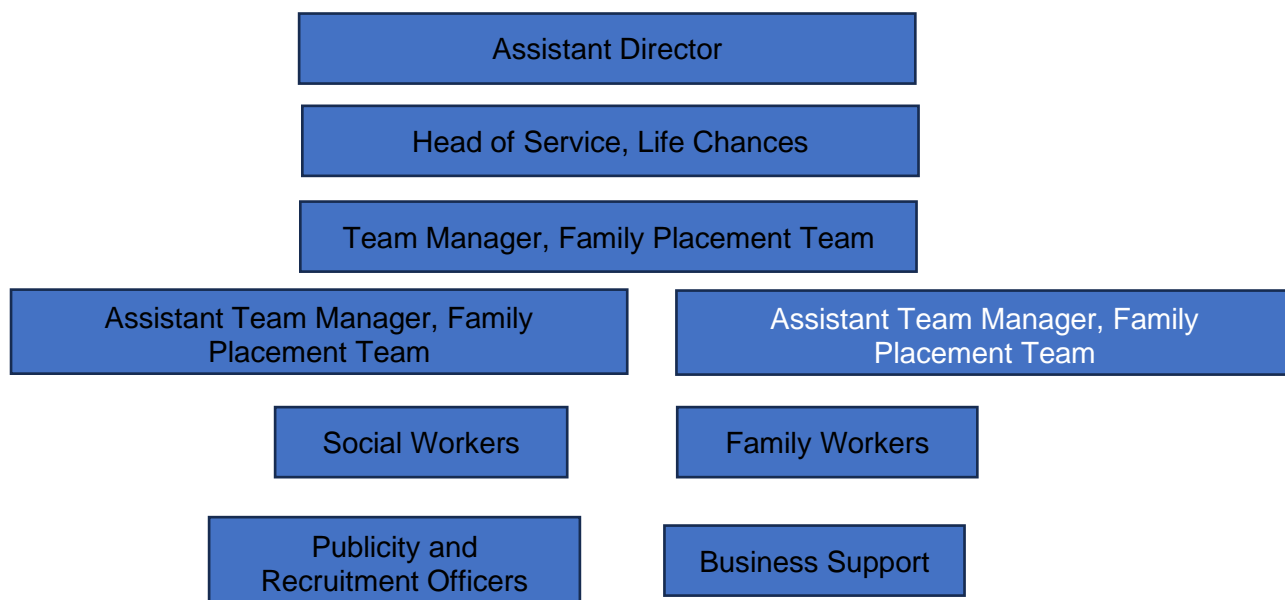
Section:	Family Placement Team	Grade:	BG-D SCP 45-48
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Location:	Time Square	Work Style:	Flexible
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Key Objectives of the role

- Contribute to the overall management of the Family Placement Team with support from the Team Manager
- Line Management responsibility for Social Workers, Family Workers, Business Support and Publicity and Recruitment Officers
- Ensuring timely Form F, SGO and Form C assessments and supporting the team to meet its statutory duties in terms of annual reviews, checks and visits

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To provide 1:1 reflective supervision to social workers and family workers that supports case discussion as well as looking at their own development needs.
- To allocate and monitor work to members of the team, including assessments of prospective foster carers, special guardians, connected person carers and private foster carers as well as approved Foster Carers, post Special Guardianship support and initial visits.
- To monitor the workloads of the team, using the tools and policies in places.
- To ensure that the team are meeting all regulations and statutory duties in terms of visits, annual reviews and assessments.
- To act as Foster Panel Advisor to Bracknell Forest Foster Panel.
- To chair Foster Carers Annual Reviews.
- To attend Entry to Care panel and ensure that all children who are to be placed are matched appropriately.
- To ensure that the foster carers have access to a robust and relevant training programme that meets theirs and the children's needs.
- To prepare annual performance reports in consultation with the Team Manager.

Scope of role

There are no budgetary responsibilities with this role.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Bracknell Forest Council has been awarded the LILAC (Leading Improvements for Looked After Children) quality mark for excellence in the practice of listening to and involving Looked After Children and Young People.

All employees working with children and young people must demonstrate a commitment to the principles of participatory practice and the involvement of young people in decisions which affect them.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> • Social Work qualification. • SWE Registration 	
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare • Experience of working within Children's Social Care, specifically within a Fostering Setting • Ability to communicate with children and commitment to ensure their views are heard • Sound knowledge of the Children's Act and other legislation including Fostering regulations, Adoption Act, Adoption standards and Care Planning Regulations • Experience of the placement of children and young people with substitute families • Competency to undertake and provide clear strategies to support placement stability • Experience of working with foster carers and adopters • Experience of producing court reports and giving evidence • Ability to communicate orally in a clear manner • Ability to write in a clear and concise manner and to use a 	

	<p>computer to record and to maintain data</p> <ul style="list-style-type: none"> • Ability and commitment to work within timescales. • Understanding of and commitment to the principles of participatory practice with children and young people
Work-related Personal Requirements	<ul style="list-style-type: none"> • Excellent written and verbal communication skill. • Commitment to safeguarding and promoting the welfare of children and young people • Ability to listen to the views of children and young people and take their views into • The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment
Other Work Requirements	<ul style="list-style-type: none"> • A satisfactory enhanced Disclosure and Barring Service check. • This post is exempt from the Rehabilitation of Offenders Act 1974 • Flexibility with regard to working schedule • This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies
Role models and demonstrates the Council's values and behaviours	<ul style="list-style-type: none"> • Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

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- We make our values real by demonstrating them in how we behave every day.
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All staff should hold a duty and commitment to observing the Council’s Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

