

# Job Description

## Position Details

<b>Position:</b>	Senior Social Work Practitioner
<b>Directorate:</b>	Social Services
<b>Service:</b>	Childrens Services (Foster Wales)
<b>Position no:</b>	BG
<b>Grade:</b>	9
<b>Hours of work:</b>	37
<b>Work style:</b>	Agile Worker
<b>DBS required:</b>	<b>Enhanced Disclosure</b>
<b>Contact:</b>	Nina Kemp-Jones
<b>Date:</b>	20/08/2025

**Politically Restricted?**    ☐ Yes\*    ☒ No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

Reporting to: Team Manager Foster Wales

Responsible for:

- Working across the Gwent region, you will be responsible for the recruitment, assessment, supervision and support of Gwent's Parent and Child foster carers approved by the relevant Gwent fostering panel.
- You will complete Form F assessments with regard to new applicants who wish to be parent and child foster carers and present the assessment at the relevant fostering panel.
- Working in partnership, you will develop consistent policies and procedures around parent and child fostering for the region.
- You will co-ordinate regional events and training.
- You will be working with the regional marketing officers and the Local Authority recruitment officers to develop and implement a robust marketing strategy to meet identified targets.
- You will ensure that those carers for whom you have responsibility, are afforded regular supervision and that their training needs are met. You will be responsible for the carers annual review and for advising on their suitability to care for specific children and their parents at matching meetings.
- You will support carers to attend meetings such as looked after children reviews and child protection case conferences where necessary and will develop carers skills to manage children's behaviour in a positive manner.
- You will be responsible for the implementation of recruitment strategies agreed by Foster Wales.
- You will be responsible for supervising qualified and unqualified staff members.
- You will act as Team Manager in the absence of the manager.

## **Principal Accountabilities**

1. To comply with the relevant sections of the authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. To complete on time assessments of parent and child foster carers and to present these assessments to the fostering panel and family court.
4. To supervise and support parent and child foster carers and to ensure that their training needs are met.
5. To support recruitment strategies and develop and innovate new strategies in order to recruit parent and child foster carers. To work with our Gwent colleagues in supporting the recruitment strategies developed by Foster Wales.
6. To ensure that your responsibilities to the service comply with The Fostering Services (Wales) Regulations and the National Minimum Standards for Fostering Services 2003. On the introduction of this Act, to be compliant with The Local Authorities Fostering Services (Wales) Regulations 2018.
7. To deliver training to applicants, foster carers, social workers and others commensurate with your level of skills and ability.
8. To gather and analyse data on fostering and recruitment and analyse this data in order to improve the efficacy of recruitment methods and the management of the service.
9. To supervise qualified and unqualified members of the Foster Wales team in line with the Authorities policies and procedures governing the process of supervision.
10. To deputise for the Team manager during periods of absence.

## **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

## Person Specification

[illegible]

[illegible]

<b>Minimum Welsh Language Skill Requirements</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

<b>Competencies – Managing the Team</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Sets an example to the team by own approach and attitude	PP
Gets the best out of people by developing the skills, experience, and ambition of self and team	PP
Ensures equality & diversity issues are integral to service delivery	I / PP
Recognises when it is necessary to take a firm but appropriate line	PP
Supports & encourages good work-life balance in the team	PP

<b>Competencies – Delivering a Continually Improving Service</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Ensures the team understand how they contribute to achieving operational objectives	PP
Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance	PP
Challenges poor performance appropriately	PP
Is positive about improving the service and identifies potential benefits for the citizen	PP
Consults team and others, inside and outside the organisation, for improvement ideas	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Uses appropriate and precise methods of communication	PP
Communicates positively and respectfully	I / PP
Checks others' understanding	PP
Clearly explains and justifies decisions made elsewhere	PP
Encourages team members to think about and suggest improvements	PP

Competencies – Making Informed Decisions	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Considers implications of proposed decisions	I / PP
Ensures decisions link to continually improving performance	PP
Uses problem solving as a method of improving the service	I / PP
Seeks clarification or challenges appropriately	PP
Explains decisions appropriately	PP

Competencies – Working Together	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Understands the benefits of working together	PP
Promotes and contributes to partnerships to continually improve services for the citizen	PP
Networks effectively internally and externally	PP

Competencies – Putting the Citizen First	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of the citizen's input to improving the service	I / PP
Ensures team is focused on serving the citizen as the first priority	PP
Seeks feedback from the citizen on the quality and appropriateness of service delivery	PP
Is positive about the organisation and the community it serves	PP

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