

## The Adolescent & Children's Trust (TACT)

### Job Description

Post:	Senior Supervising Social Worker (Fostering)
Responsible to:	Area Manager
Probationary Period:	6 months
Benefits:	See TACT's Benefits booklet

### Overall purpose:

To recruit, assess, train and support a diverse range of foster carers and placements. The balance of these tasks will vary in line with each area office's needs.

### Core Tasks

Core Task
To provide regular support via telephone and supervisory visits to foster carers, as outlined in TACT's policy, including annual unannounced visits which are all recorded. To ensure that the complaints information is available to the child in placement and carers, and in addition to facilitate monthly support groups to carers when requested.
To participate in the recruitment of potential carers and identify training needs of foster families and deliver training as required.
To undertake Form F assessments of potential foster carers and annual foster carer reviews and present these to the fostering panel in line with TACT's policies and procedures.
To monitor and review the suitability and competence of foster carers ensuring they provide a safe, healthy, nurturing and learning environment for children/young people.
To ensure that carers fully understand the fostering task, competencies to be achieved and the standards expected, including record keeping and complaints and representation procedure.
To ensure that each carer accepts, understands and operates within all policy and guidance agreed by TACT.
To ensure the necessary risk assessments are done for foster carers.
To participate in negotiation between TACT and Local Authorities to ensure that each child or young person placed is carefully matched with a carer capable of meeting their needs.
To endeavour to obtain all pertinent information including chronologies, LAC documentation and core assessment forms from the Local Authorities or other relevant parties as soon as possible.
To facilitate, where practicable, introductory visits to foster carers and provide introduction information on TACT and carers to children and young people.
To monitor that children/young people and their families are being provided with foster care services that respond to the assessed needs and that value diversity and promote equality.
To be aware of TACT's child protection procedures and immediately report any child protection matter concerns to a TACT manager, the relevant placing authority and the area authority where the child is placed.
To ensure that children/young people's and foster carers own children's opinions and those of significant others, including where appropriate the child's birth family are sought over all issues which are likely to affect their daily life and their future and are aware of how to raise any concerns or complaints.
To support foster carers in preparing children and young people for independent or semi-independent living.
To undertake direct work and assessment of child/young person and foster carers according to identified needs.
To work in partnership as part of a professional team parenting approach to help identify any needs within the foster family and with all members of the child's network, including contribution to all relevant meetings and any other tasks defined.
To ensure foster carers utilise short breaks appropriately and in the child's/young person's best interest.
To take responsibility together with line manager for their own professional development – supervision, appraisal and training.

To contribute to team meetings on a regular basis and be part of agency planning re. development of agency's service.
To participate in the out of hours system as required.
To supervise students subject to experience and qualifications as required.
To sit on a fostering panel as required.
To comply with equal opportunities policy and procedure in all employment practices.
To be familiar with and work in accordance with TACT's policies and procedures.
To work in line with HCPC/CCWales/SSSC Codes of Practice
To undertake any other duties, that may reasonably be requested, identified by Area Manager or Deputy Area Manager, or other Senior TACT Manager.
Level of contact with children – Frequent and unsupervised

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**Person Specification for Senior Supervising Social Worker**

	<b>E (essential) D (desirable)</b>
<b>Education and Qualification</b> ❖ DipSW, CSS, CQSW	E
<b>Experience</b> ❖ Post qualifying experience which should be in family placement work or post qualifying experience in other child care settings. ❖ A proven track record in working with and on behalf of children, respecting and maintaining their individuality and promoting their positive development. ❖ Experience of group work and/or delivery of training. ❖ Assessment of Foster Carers, using BAAF Competency Based Form F. ❖ Experience of supervising students	E E D D D
<b>Knowledge</b> ❖ A good working knowledge of relevant legislation including:- Children's Act 1989 and related regulations and guidance such as Every Child Matters, Working Together; Assessment Framework For Children In Need; Care Standards Act 2000; Adoption Law; Understanding of the role of children's social workers; knowledge of the role of other agencies in particular, health and education; knowledge of the growth and development of children. ❖ Working knowledge of child protection procedures.	E E
<b>Ability and Skills</b> ❖ Ability to work with a degree of autonomy, in a flexible and creative manner, within the agency's policies and procedures. ❖ Ability to work in partnership with placing authorities, foster carers and colleagues. ❖ Ability to assess and support families and match their skills with children needing placements. ❖ Excellent time management skills. ❖ Ability to write clear reports and maintain clear case records. ❖ Ability to represent TACT in a responsible and effective manner. ❖ Ability to prioritise time demands and manage workloads. ❖ IT literate – familiar with Microsoft packages – Word, Excel and Access	E E E E E E E D
<b>Personal Attributes</b> ❖ A positive and flexible attitude to changes and development. ❖ A commitment to and knowledge and understanding of Equal Opportunities and Anti-Discriminatory Practice. ❖ Ability to work as a team member. ❖ Ability to make effective use of supervision. ❖ Ability to communicate clearly both verbally and in writing.	E E E E E
<b>Miscellaneous</b> ❖ Participation in out of hours service. ❖ Prepared to be flexible regarding working hours including evening and weekend working. ❖ Ability to travel extensively within the TACT area. ❖ Use of a car that is also suitable for transporting children. ❖ HCPC/CCWales/SSSC Social Work Registration	E E E E E