

JOB DESCRIPTION REGISTERED MANAGER

Title: Fostering Registered Manager

Reporting to: Directors

Job Purpose:

- The Registered Manager will be responsible for the setup, development and management of a new Independent Fostering Agency.
- The post holder will develop outstanding provision and opportunities for children and young people within a fostering setting and will be responsible for the operational day-to-day management of the service ensuring First for Fostering's continued compliance with relevant legislation.
- The postholder will need to have commitment, enthusiasm and ambition for setting up a new service which is determined to provide an outstanding service.
- The Registered Manager will share the company aims to work with local authorities, children and young people and their families to ensure that positive outcomes, dreams and aspirations can be met.
- The post holder will be responsible for leading & managing a small team and ensuring that the agency's approved foster carers receive the highest level of support and supervision to achieve the best outcomes for the children looked after.
- The Registered Manager will ensure that your team works within the requirements of relevant statutes, regulations and local policy in achieving the targets & expectations set and you contribute to / lead on the development of policy and practice in Fostering Services within the agency. They will ensure, supervising social workers are supported, foster carers are supported, and young people protected and safeguarded.
- The Registered Manager will be responsible for developing; implementing and monitoring team plans in line with agency's strategic plan and ensure that the recruitment, supervision and support of staff within the team are of the highest standards.
- First for Fostering is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.

Main Tasks and Responsibilities

- Develop the new service and ensure that the service is compliant with service specific legislation and to assume overall responsibility for the day to day operational oversight for the fostering service.

- To become the Registered Manager for the Fostering service and to undertake all duties commensurate with the role, including preparation for OFSTED registration, inspections and subsequent action planning.
- To devise and implement a service delivery plan which includes any actions arising from Ofsted inspections. Act on and/or delegating actions or recommendations from any reviews and ensure that all outcomes are completed
- To provide casework support, formal supervision and annual appraisal for all staff in the Fostering service in line with regulatory requirements.
- To identify training needs of staff and to ensure appropriate training is provided. To promote continued professional development opportunities to maintain staff registration with professional bodies.
- To attend and actively participate in own supervision, development and annual appraisal.
- To chair team meetings and other meetings as necessary and ensure minutes record issues identified and actions taken.
- To have lead responsibility for First for Fostering strategy for the recruitment, assessment, preparation and training of prospective foster carers.
- To ensure the ongoing development, support and retention of foster carers.
- To oversee the foster carer assessment process including quality assurance of assessment reports, annual reviews and Panel systems.
- Deliver a service which places the needs of looked after children to achieve positive outcomes and reach their potential as the highest priorities.
- To be responsible for the allocation of Form F assessments.
- To ensure that fostering assessments are completed thoroughly for presenting to the Fostering Panel.
- To participate in the Fostering Panel's activities, including regular reviews and annual report to the company Directors and Responsible Individual (RI).
- To complete annual Business Plans and to implement and monitor the progress of the plans.
- To review and update Policies & Procedures routinely and to audit and quality check records and files on a quarterly basis in line with National Minimum Standard.
- To ensure the National Minimum Standards for Fostering services and the Fostering Services Regulations are embedded in practice.
- To provide an efficient and professional response to Local Authorities; promoting and developing working in partnership.
- To market and promote the fostering service to Local Authorities, placement teams and social work teams, enhancing placement decisions.

- To engage with regional and national forums/organisations working to promote best practice in children's sector services; particularly in the area of fostering.
- To ensure all relevant documentation is up to date and comprehensive case records are kept on children and foster carers in line with regulations and statutory requirements.
- To maintain an excellent knowledge of current child care legislation and assist in the development of company policy and practice accordingly.
- To keep abreast of national fostering development, research and policy and to implement developments.
- To ensure that First for Fostering policies and procedures are adhered to including Health and Safety and Equal Opportunities policy and to assist in the development of procedures for Social Work Staff and Foster Carers.
- To liaise with Ofsted and other relevant bodies regarding notification of significant events under regulatory requirements and ensure the prompt action and distribution of paperwork and procedures in relation to accidents, incidents and notifiable events to relevant parties.
- To investigate, manage and monitor incidents and complaints as required by the regulatory body responsible.
- To provide management monitoring information and prepare monthly progress reports to Corporate Parenting Panels as per the direction of the Responsible and/or Directors including an annual report on the overall operation of the service and the fostering panel.
- To set up and develop an out of hours support service.
- To produce financial planning and budget proposals and manage budgets accordingly.
- Ensure personal compliance with HCPC, Ofsted or equivalent body requirements necessary to retain job title and registration.
- Demonstrate that the team has a sound knowledge of child protection/safeguarding procedures.
- Any other duties of a similar nature related to this post which may be required from time to time.

Additional Duties

Due to the nature of social work, the tasks and responsibilities in many circumstances are unpredictable and varied. All staff are therefore expected to work in a flexible way when occasions arise where tasks are not specifically covered in the job description and have to be undertaken

First for Fostering are committed to safeguarding and promoting the welfare of children and expects all staff to share this communication.