

Team Fostering – Job Description

Job Title:	Registered Manager	JE Reference:	JE112
Base:	North East (North Shields/Middlesbrough)		
Reports to:	Director of Fostering Services & Responsible Individual	Grade:	N/A
Service responsibility:	Social Work	Salary Band:	£60,052.05 – £64,341.48
Additional:	Some travel may be required	Hours:	37.5hrs pw

JOB PURPOSE

To ensure the fostering service is effective and efficient and meets the needs of children in our care alongside the needs of our carers and staff. This will be achieved by providing leadership and management direction over all aspects of fostering operations, such that the fostering service is well organised, managed and appropriately staffed in a manner that delivers the highest quality service to the Foster Carers and the young people in our care. These functions are to be undertaken with appropriate regard to National Minimum Standards for Fostering, Fostering Services (England) Regulations 2011, and any other relevant legislation.

To work closely with the Senior Leadership Team so that the agency operates on an informed basis, shaping strategic and operational direction, providing leadership and management for the region of this independent not for profit fostering agency.

To be responsible for the day-to-day functioning of all aspects of the agency's business, ensuring business aims, objectives and targets are achieved through the effective, efficient and innovative management of staff and resources.

To provide management oversight and applying quality assurance methods to ensure desired standards are achieved and to report regularly upon this to SLT and the Board.

JOB SUMMARY

Main Duties and Responsibilities

- To be the Registered Manager for Team Fostering North East and to undertake all duties commensurate with the role, including preparation for inspections and subsequent action planning.
- To ensure that all staff comply with the agency's policies and procedures, team expectations and regulatory responsibilities as set out by Ofsted.

- To be responsible for the agency making safe and robust decisions, including prompt and appropriate responses to safeguarding issues, referrals, assessments, and allocation of work in accordance with the statutory requirements.
- To take part in the strategic and operational leadership in the ongoing development, support, training and retention of Foster Carers and ensuring that this is in line with agency expectations and requirements.
- To be responsible for ensuring that Fostering Panels operate within the statutory requirements and performs to the required agency expectation.
- To develop communication and support mechanisms that promote strong working relationships with Foster Carers and guaranteeing their views and feedback inform the development of the service.
- To take a leading role in auditing/quality assuring the provision of clear and concise reporting for panels, reviews, service planning, matching and risk management and any other purpose as required by the agency. With a strong focus on ensuring there is good quality analysis, planning and a robust risk assessment evidenced throughout.
- To form and maintain good working relationships with our stakeholders and Local Authority customers, attending meetings and negotiating on the agency's behalf to promote business growth.
- To take a lead role in the planning, execution, and submission of Local Authority tendering contracts to help secure future business.
- To perform regular audits to ensure the staff team are maintaining accurate and full recordings of all interventions with their Foster Carers and the young people in placement, using CHARMS and that these are in line with GDPR.
- To be responsible for actively monitoring outcomes for children and young people and the quality of care they are being provided. Identify strengths and any areas of improvement and implement clear development plans to maximise and improve the care experience for the young people placed with the agency.
- To configure and supply Ofsted with quarterly Regulation 35 reports as laid out in the statutory requirements.
- To take operational leadership in ensuring that all staff members receive effective regular supervision and annual appraisals and that these are recorded, and any developmental opportunities are sought and evidenced.
- To take the lead in chairing effective & appropriate team meetings ensuring recordings of these are maintained. These meetings are to be regular, to help stimulate ideas, update the staff on any practice issues/developments and allow good practice to thrive.
- To actively participate in the agency's out-of-hours rota, providing responsive support and guidance to Supervising Social Workers, Foster Carers and Local Authority partners outside of standard working hours.
- To actively support a culture of innovation and achievement inspiring our children and young people to succeed.
- To take a lead in your own development; attending training, researching and keeping up to date with any legislation changes to aid the smooth running of the agency.
- To ensure the well-being of all stakeholders by actively promoting and complying with health and safety regulations, company policies and procedures and statutory regulations and standards.
- To undertake the role of the Agency Decision Maker if required
- To be willing to work flexibly (including evening and weekend work) when required to meet the demand of the service and change office location if need be.
- To actively support and implement the principles and practice of equality of opportunity as laid down in the agency's Equal Opportunities Policy.

- To ensure financial viability of the region and to monitor key performance indicators in line with agreed annual targets.
- To agree annual regional targets with the Senior Leadership Team and contribute to budgetary planning and control.
- To report progress against targets and compliance monthly to the Board of Directors.
- To develop effective relationships with key managers from placing authorities and promote the agency in a range of settings to embrace a strong culture of partnership working
- To line manage managers and specialist officers to ensure excellence across the range of service delivery
- To undertake any other duties relevant to the post not specifically covered in the job description when reasonably requested by senior staff.
- To undertake any additional duties that the Board of Directors consider appropriate for the position within a high-quality fostering service

Business Strategy and Service Delivery

- To meet performance targets for the region and help drive forward growth and improvement ensuring that all services are delivered in compliance with regulatory and contractual requirements.
- To contribute to innovation and continuous improvement through the planning and strategic development of services provided by the agency in line with its mission.
- To ensure we have effective mechanisms for gathering user feedback and wider market intelligence to support our business plans and strategies

Leadership and management

- To provide dynamic, engaging and inclusive leadership, management and support to the management team within the region, ensuring effective systems are in place for workload allocation and ensuring adherence to the agency's policies and procedures.
- To take a lead on the projects and cross cutting agendas working in liaison with other managers and staff across the agency, as agreed by the CEO.
- To ensure all staff within the team receive effective management, regular supervision, appraisals and access to appropriate training and development opportunities

Communication and Relationships

- To take a leading role with the wider regional and agency management teams to deliver effective services for children, young people, and their carers.
- To communicate effectively with staff, children and young people, foster carers and other stake holders.
- To develop and maintain effective working relationships with local authorities, partner agencies etc at a management level to deliver co-ordinated operational plans for children.
- To represent the agency in a professional and exemplary manner in all aspects of work

GENERAL RESPONSIBILITIES

Safeguarding Children and Young People

- To commit to safeguarding and promoting the welfare of children and young people and protecting them from risk of harm. The Agency recognises its responsibility to ensure safe and appropriate policies, working practices and systems are in place for all staff working with children and young people.
- To comply with Team Fostering's Safeguarding Policy and promote the safeguarding of children throughout their work.
- To liaise with multi agency partners, including LADOs in relation to any safeguarding matter regarding children placed through Team
- To undertake mandatory safeguarding training in relation to their work with children and young people
- To provide timely safeguarding monitoring information to the Registered Manager, and Ofsted, as required.
- To ensure that staff for whom the Team Manager is responsible undertake mandatory safeguarding training and contribute to that training where appropriate.

Confidentiality

- To safeguard the confidentiality of information relating to carers, children and young people at all times in accordance with agency policies and procedures.

Health and Safety

- To comply with Health and Safety regulations and guidance in the course of employment.

Data Protection

- To comply with the Agency's policies and Data Protection Act in all aspects, with particular reference to the protection and use of personal data relating to carers and children and young people.
- To ensure all data is recorded accurately, timely, up to date and in a non-discriminatory manner.

Equality & Diversity

- To comply with the agency's equality and diversity policy and be able to demonstrate their commitment to the policy in all aspects of their work.
- To actively promote equality of opportunity and an anti-discriminatory service.

Ethos and Values

- To subscribe to the ethos and ethical values upheld by Team Fostering and demonstrate those values in own everyday work.

Additional expectations

- Team Fostering does not allow smoking, including e-cigarette products in the workplace.
- Ability to work flexibly to meet the needs of the service, which will include evenings & weekends.
- Ability to travel as required in the North East and occasionally to travel to other offices in Sheffield and the East Midlands as required.
- Current full driving licence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Team Fostering is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate

checks, including an enhanced DBS check. Team Fostering does not allow smoking in the workplace.

Signed:

Date: