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| **Post title:** | Fostering Team Manager |
| **Grade:** | N |
| **Responsible to:** | Placement and Fostering Manager |
| **Staff managed:** | Manages operational frontline staff |
| **Directorate:** | Children and Young People’s Service |
| **Service:** | Children and Families |
| **Job family:** | **C&S - Care & Support** |
| **Date of issue:** | 20th April 2023 |

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| Job context |
| * Children and Families provide services which follow from specific legislation, including the Children Act 1989, Children Act 2004 and Fostering Regulations 2011 as well as other Government guidance and policy. We are committed to providing good quality services to support children young people and their families.
* Enhanced DBS check required.
* Children and Families has gone through a major restructure to improve the way that services are offered. The post holder will operate in an environment of transformational change and innovation, be able to manage change in a time of financial constraints and provide clear leadership and management to enable staff to perform at their best. There are 6 key skills required for all senior managers:
* people management
* transformational change and innovation
* project management
* partnership working
* financial management
* personal development
* To have a commitment to shared values and the common purpose of developing a culture of interagency working, including statutory bodies, third and private sector organisations.
* To ensure that strategic visions are translated into local plans in collaboration with professionals, partners, and service users.
* Child and young person development: know that development includes emotional, physical, intellectual, social, moral and character growth and know that they can all affect one another, understand your role in promoting the normal development of young people and ensure the service is able to respond appropriately to the demands placed upon it, in supporting young people and foster carers with complex needs
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| **Job Purpose:** | **To manage the direction, delivery and performance across a team and for setting direction in the mid-term within service strategic parameters. The post holder will do this by ensuring that staff recruit, train, assess and supervise foster carers to meet the needs of children appropriately, and arrange and deliver services within budget and in constructive partnership with other agencies and key stakeholders (e.g., Legal and Health services). They will monitor, review, and implement changes to the service as appropriate in line with the National Minimum Standards and Fostering Regulations 2011. They will have a strategic overview and have portfolio leads in key areas co-ordinated by the Placement and Fostering Manager.** |

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| Operational management: | * Supporting transitions: Manage the process of transition in a timely way and help the child, young person and foster carers reach a positive outcome.
* Embed within the Fostering service the Fostering Framework
* Ensure delivery of a service in a specialised field of social work in accordance with legislative requirements, all relevant policies, and procedures and to agreed performance targets.
* Provide leadership, advice, and support in relation to complex cases.
* Act as Panel Advisor to area Fostering Panel
* Ensure professional decisions are made according to the highest standards, using an evidence base and that stand up to scrutiny.
* Provide appropriate challenge to the decisions of other staff within the team.
* Oversee the allocation of workload to agreed service priorities, monitor team and individual performance, and resolve workload issues as they arise.
* Undertake performance management, quality assurance and ensures value for money in services delivered by the team; act on inadequate performance as appropriate.
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| Resource management: | * Lead a team of staff including leading on team recruitment, development, absence management, grievance/discipline/capability issues. Take responsibility for team level succession planning.
* Undertake professional supervision of staff as well as staff appraisals, ensuring that all team members are appropriately appraised and supervised.
* Authorise and manage expenditure within a service budget; contribute to resource planning, monitor, and evaluate contracts supporting packages of care.
* Ensure staff operate financial systems within the procedures and guidelines of the Authority and the service
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| Partnerships: | * Strive for effective communication and teamwork with other practitioners and professionals.
* Develop and maintain internal and external working relationships with partner organisations.
* Support other agencies in understanding and complying with their duties regarding safeguarding.
* Act as a senior focal point for contact and problem resolution with external agencies, members of the public etc.
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| Strategic management: | * Develop and implement policies and procedures at team and county level.
* Ensure policies and procedures are reviewed.
* Develop the service’s business plan and contribute to the wider annual service planning process in line with key performance objectives, priorities, and quality assurance principles.
* Contribute to Directorate and cross-Directorate strategy and policy development.
* Ensure foster carers are engaged and consulted with regarding service changes
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| Communications: | * Establish rapport and respectful trusting relationships with children, young people, and their families.
* Ensure policies, procedures and practice standards are readily available to practice staff and foster carers and they are child focused to ensure children’s rights are upheld.
* Ensure appropriate standards and practices are observed by the team around confidentiality.
* Investigate and respond to complaints from service users/relatives/carers.
* Use systems effectively to ensure appropriate information is recorded about cases, contacts, and individuals
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| Systems and information: | * Ensure service information is shared with relevant other agencies and key stakeholders in order to ensure access to services are smooth and effective.
* Communicate clearly and effectively with staff and Foster Carers and ensure good practice is in place regarding confidentiality and data protection.
* Accurately collate required information about the team or workload as requested.
* Report issues of poor practice, issues of media interest and any other issues that require reporting to appropriate senior managers.
* Encourage children and young people to share information.
* Ensure service information is available to Foster Carers, their families, and the general public as appropriate.
* Attend and chair reviews, planning meetings, case conferences, strategy meetings and other appropriate forums for discussion and decision-making.
* Implement systems to monitor caseloads and case files, including computerised records.
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| Safeguarding: | * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
* Understand systems that are there to protect children and your role in their effectiveness.
* Involve children, young people, and foster carers as appropriate when taking action that affects them.
* Ensure foster carers are resilient and have the right support to meet the needs of children.
* Implement a Signs of Safety approach with the Fostering service
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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience* Knowledge and experience of current research and good practice standards in relation to children & families at a local and national level.
* Knowledge of the legal framework for working with children & families
* Awareness of current national developments for children and families
* Understanding of complex legal, ethical, and professional issues relating to fostering
* Knowledge and experience of current research and good practice standards in relation to fostering.
* Extensive post qualifying experience within a relevant professional field.
* Extensive case management experience of cases with complex, professional, and ethical issues including child protection, court proceedings, case conferences and other formal processes.
* Substantial experience as a senior practitioner in a relevant professional field
* In depth experience of people and budget management
* Experience of intra- and inter-agency work
* Understand the importance of sharing information, how it can help and the dangers of not doing so
 | * Experience of service and/or policy planning and development
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| Occupational Skills* Ability to manage, supervise and support a diverse range of staff within a staff team both with regular job role and responsibilities but also during periods of uncertainly and service change.
* Ability to monitor services and practices to ensure agreed standards are maintained and intervene constructively where necessary.
* Excellent communication skills, verbal & written, including the ability to use different methods according to service users’ and professionals’ differing needs.
* Competent in word processing, creating & manipulating spreadsheets, data inputting, accessing information from databases and electronic communication. Basic level of familiarity with ICT equipment & systems including LCS or equivalent
* Excellent organisation skills and the ability to organise and prioritise the work of the team effectively to agreed national and local standards.
* Ability to motivate and lead staff in a changing social care environment.
* Ability to plan and develop new ways of working, including integration with other key agencies.
* Understand your own role and its limits and the importance of providing care or support.
* Maintain professional knowledge and skills through continuous development.
 | * Ability to plan for and implement change effectively to improve services.
* Planning and project management skills
* Training Skills
* Group work skills
* Mentoring skills
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| Behaviours [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |  |
| Professional Qualifications* Fully qualified, accredited social work professional status (CQSW, Dip SW, CSS, PQCCA)
* Current registration with General Social Care Council
 | * Management qualification
* Advanced or Post-Qualifying professional training
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| Other Requirements* Satisfy conditions of service regarding: Statutory questions, acceptable attendance record
* Enhanced Criminal Records Bureau clearance
* Ability to travel for work purposes.
* Availability to work as necessary outside office hours
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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g., apprenticeships and work shadowing/coaching.
* As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.
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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.