

April 2022

Job title		Fostering Reviewing Officer (Practice Manager)			
Service Area		People		Function	
Team		Fostering		Post number	
				CT0573	
Grade		PM SCP 19-21			
Reports to		Team Manager			
Responsible for (include People and resources)		<p>The function of the Fostering Reviewing Officer is to chair all household reviews for foster carers, provide a report of the meeting to be shared with participants and managers of the suitability of foster carers, which will include a clear summary of the meeting, recommendations and action points and ensure these are followed up by the Fostering Team.</p>			
Purpose of job					
<p>The purpose of the job is to ensure that all fostering households meet the statutory requirements regarding statutory reviews and to ensure that all the fostering households meeting the national minimum standards.</p> <p>Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures that local authorities face. This Job Description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is neither inclusive nor exclusive and will be changed from time to time to meet changing circumstances and demands.</p> <p>The job is part of the development and delivery of an effective, efficient and value for money operational service, ensuring the effective delivery of high-quality children's services in the London Borough of Redbridge.</p>					
Major duties and responsibilities					
<ol style="list-style-type: none"> 1. To chair all Household reviews for foster carers, provide a report of the meeting. 2. To Critically read the Review paperwork sent to them prior to the Review Meeting. 3. To Identify salient areas that should be discussed at the review meeting and any matters that need to be explored with relevant parties beforehand (via SSW/Line Manager). 4. To formulate an agenda covering all pertinent areas to be covered in the review meeting. 5. To chair the meeting in a facilitative, inclusive and rigorous manner and draw out key matters explored in the Review Meeting. 6. Make a substantiated and properly evidenced recommendation, drawing on the deliberation of the Review Meeting and the Review paperwork (using TSD Standards/Fostering Competencies). 					

7. To complete reports/detailed Review Meeting Minutes, ensuring that all the above have been covered.
8. Where issues of professional practice arise in respect of staff or carers pertaining to their capability, performance or conduct, the reviewing officer must bring these to the attention of the Team Manager and Head of Service.
9. To provide advice, guidance, and consultation to all staff on Fostering Regulations and National Minimum Standards to support the development of the Fostering Service to ensure we are delivering high quality support to all foster carers. Engendering a culture of safe working practice to ensure Foster Carers adhere to safeguarding and health and safety responsibilities.
10. To support the Fostering Service with internal auditing and preparation for Ofsted inspections.
11. Establish, develop and maintain productive working relationships with third parties, groups and individuals within the team's operational remit. Ensuring that the voice of the child is heard and considered within all social work activity and that Foster Carers are promoting and understanding the child's journey through care, which will be evident in the reviews.
12. Plan, prepare and facilitate training/workshops for staff, Foster Carers and Fostering and Permanence Panel members in relation to the reviewing process and legislative framework. To ensure compliance, progress and commitment of Foster Carers in undertaking and completing requirements such as TSD standards and mandatory training.
13. To write complex reports and briefing papers on policy and operational issues for the Service Manager, Head of Service and Operational Lead as well as for a range of meetings, service and project management groups.
14. To ensure the quality of all assessments and reports written by the Fostering Service are to an excellent standard.
15. To be responsible for the information management of the review spreadsheet.
16. To ensure that decision making in all children and Foster Carer matters is undertaken in accordance with legislation, local procedures and best practice.
17. To play an integral part in the implementation and development of a high standard of care to all children placed with Redbridge Foster Carers.
18. To develop, in conjunction with other service areas and external agencies, options to support Foster Carers, Connected Carers and the children placed in their care.
19. To identify service improvement opportunities, manage their implementation and evaluate the outcomes.

Role requirements

20. Social work qualification and Registered with the Social Work England.
21. Experience or knowledge of working in a local authority fostering service and knowledge of National Minimum Standards, Fostering Regulations and The Care Planning, Placement and Case Review Regulations.

22. Ability to chair complex meetings, analyse, summarise and write/record relevant information clearly and concisely so that it is easily understood by users and colleagues. To effectively manage workload to ensure effective performance and outcomes of all Household Reviews.
23. Excellent verbal and written communication skills including communication with children & young people and their families and professionals at a range of levels.
24. Ability to provide training to prospective and approved foster carers.
25. Ability to promote the diversity of the foster carer workforce and ensure that equality of opportunity is promoted.
26. To manage health and safety within foster carer homes to ensure the safety of children in their care. Included in this role is the responsibility for safety systems, risk assessments and safety audits.
27. Demonstrate an understanding of and ability to monitor performance by the LA of their functions in relation to a child's case, ensuring that agreed plans are implemented within available resources in a timely and effective manner to achieve best outcomes for the child.
28. To attend, chair and participate positively in team and other meetings as required with a view to promoting the development of an integrated response to service user needs, focusing on the delivery of an efficient and effective service.
29. To maintain management information systems and provide regular reports identifying trends and proposing solutions where problems are identified.
30. To prepare action plans in response to audit reports and ensure the required action is taken within the agreed timescales.

Information Technology

31. To maintain records using database and spreadsheet applications. This will include using Information Systems and Excel spreadsheets to input and retrieve data and/or to produce reports.

Service Users and Carers

32. To take lead responsibility for ensuring effective service delivery is achieved and that agreed performance targets are met.
33. To ensure all staff understand how they can contribute to the provision of person-centred services and that measurable service improvements are actioned.
34. To ensure systems are in place to investigate and respond to complaints received in accordance with the appropriate complaints procedure.
35. To ensure that children and their carers have access to appropriate translation and interpretation services and that information is provided to them in an accessible format.
36. To provide management, consultation, advice and guidance to team members on assessments and ongoing casework ensuring all cases are reviewed and monitored regularly.
37. To ensure a high standard of computer record keeping in order to support good social work practice.

Equality and Diversity

- 38. To ensure that equality and diversity considerations in relation to staff and current and potential service users are central to your work, and that the equalities impact of any major projects or initiative is assessed.
- 39. To maintain at all times a courteous, helpful and polite response to members of the public, promote anti-discriminatory practice and to ensure that individual needs are recognised and supported.

General

- 40. To provide cover for the Team Manager in their absence including when necessary, supporting the Duty Team, Foster Carers and Fostering services outside normal office hours.
- 41. To keep abreast of changes in legislation: national and local trends. To develop and maintain a working knowledge of major Council policies, procedures and practice guidance notes and work within them at all times.
- 42. To represent or deputise for the Team Manager at their request.
- 43. To be smart and presentable at all times in compliance with the current dress code.
- 44. Any other duties appropriate to this area of work and consistent with the level of the post, as may from time to time be required.

Corporate

- 45. To contribute to the corporate delivery of Redbridge Council's vision, core values and goals, providing a clear sense of direction and purpose.
- 46. To work with the Team Manager and Head of Service to develop service direction and the priorities of the partner organisations and secure their implementation.
- 47. Through personal example, commitment and clear action, to value and celebrate the rich diversity of the community in Redbridge, ensuring equality of access and treatment in employment and service delivery.
- 48. To ensure service users and carers play an active part in the development of services.
- 49. To play a key role in developing and maintaining a positive culture in which multi-disciplinary working and service user involvement can flourish.

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<i>Method of candidate assessment: A = Application Form I = Interview T = Test</i> <i>Weighting: 3 = most important, 2= least important</i>					
Selection Criteria				A - I - T	Weighting
Education and Qualifications:					
1. Recognised Social Work qualification essential (e.g., CQSW, DipSW, BA Hons Social Work, MSW)				A	3
2. Social Work England (SWE) registration.				A	3
Experience:					
1. Significant operational experience within a Social Work setting.				A-I	3
2. Social Work experience with children and families including assessment work in a children and families setting, child protection and court work, duty system, relevant experience of staff and/or student supervision or mentoring.				A-I	3
3. Experience of supporting a team with guidance, advice and clear direction when required, providing advice to team members on a variety of practice issues.				A-I	3
1. Ability to manage complex cases and assist colleagues in carrying out statutory requirements as appropriate, such as managing duty systems.				A-I	3
2. Evidence of success in promoting and implementing equal opportunity policies and practices in respect of employment and service delivery.				A-I	2
3. Experience of decision making in relation to public law childcare proceedings and representing the local authority in care proceedings.				A-I	2
4. Experience of recruiting, assessing, supporting and training Foster Carers, Special Guardians and/or prospective adopters.				A-I-T	1
5. Experience of staff supervision and implementing effective performance management for staff.				A-I	2

<p>Skills:</p> <ol style="list-style-type: none"> 1. The ability to communicate and effectively influence others at all levels and across a variety of professional groups and organisations. 2. The ability to evaluate and analyse information and make decisions in circumstances where issues are not clear-cut. 3. The ability to write complex reports, briefing papers and assessments. 4. Interpersonal skills with the ability to quickly form effective working relationships. 5. To be able to develop and communicate a strategic vision for services to children and their families. 6. Leadership skills with the ability to meet operational objectives through service planning, setting priorities, innovation, delegation, problem solving and execution of planning, monitoring, and performance management processes. 7. The ability to assist with recruitment campaigns and devise appropriate pre and post-approval training courses for prospective foster carers and Special Guardians. 	<p>A-I-T</p> <p>A-I-T</p> <p>A-I-T</p> <p>A-I</p> <p>A-I-T</p> <p>A-I-T</p> <p>A-I-T</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p> <p>2</p>
<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Thorough understanding of the legislative framework that directly affects the provision of services to children, young people, Foster Carers and Special Guardians. 2. An understanding of the Government's agenda as this applies to the delivery of children's services. 3. An understanding of the needs of children at risk of social exclusion, in need, in need of protection, those who are looked after or are otherwise living away from home and those who have disabilities. 4. A detailed understanding of the issues involved in making decisions about how best to safely support Foster Carers, Special Guardians and children in a Private Fostering arrangement. 5. An understanding of the Fostering Panel process, role and responsibilities. 	<p>A-I-T</p> <p>A-I</p> <p>A-I</p> <p>A-I-T</p> <p>A-I</p>	<p>2</p> <p>2</p> <p>3</p> <p>2</p> <p>2</p>
<p>Other job requirements:</p> <ol style="list-style-type: none"> 1. A sound knowledge and understanding of key legislation and guidance in relation to Fostering, Private Adoptions, Special Guardianship and Private Fostering. 2. An ability to work flexibly and outside of normal office hours. 	<p>A-I-T</p> <p>A-I</p>	<p>2</p> <p>3</p>

