



Job Description

Post title:	Registered Fostering Manager
Reports to:	Head of Fostering
Staff managed:	Appropriate designated staff as the service develops

JOB PURPOSE

This post will play a lead role in the recruitment of foster carers and development of a fostering service, initially within the areas defined by the West London Framework, and ultimately across London.

Whilst other appropriate management level responsibilities described in the job description may come into play in the future, the emphasis of the role during this development stage will be:

- Contributing to existing marketing strategies
- Taking part in marketing and recruitment campaigns
- Building up a pool of Form F Assessors
- Ensuring the quality of assessments undertaken personally or by Assessors meets the high standards expected by the organization
- Achieving the growth targets set by St Christopher's

MAIN DUTIES AND RESPONSIBILITIES

1. Foster Placements

- 1.1. To lead on expanding the business within the area of operation, by meeting targets for recruitment of carers and promotion of the service to Local Authorities, with a view to increasing the number of placements
- 1.2. To have a lead role in foster carer recruitment campaigns which target all ethnic, cultural, religious and linguistic groups within the identified area;

- 1.3. To prepare and present training programmes for carers and team colleagues;
- 1.4. To prepare and present fostering assessments and foster carer reviews to the Fostering Panel;
- 1.5. To ensure that all referrals receive a positive and prompt response, and, subject to good professional practice, best possible use is made of available places and foster carers;
- 1.6. To regularly visit foster carers, including their own children, (at least monthly) providing support and supervision to ensure that the standard of care offered meets the best interests of placed children, and that the principles of safe caring are applied;
- 1.7. To maintain an accurate and up to date record of contacts and visits with foster carers that includes the identification of their strengths and areas that need further development;
- 1.8. To support foster carers in meeting the needs of children in placement, as identified in the care plans, including advising carers of the complaints procedure;
- 1.9. To monitor the outcomes of children as per the requirements of the placing authority and liaise with the child's social worker, advising on various aspects of the placement;
- 1.10. To ensure that each child in placement is seen on their own;
- 1.11. To establish and participate in support groups for foster carers, and their own children

2. Management and Relationships

- 2.1 In liaison with the Fostering Manager, to develop, implement and monitor the service plan for the West London service;
- 2.2 To develop and maintain excellent customer-focused relationships with relevant staff within referring local authorities and to actively promote St Christopher's services to other external agencies and contacts;
- 2.3 To attend Statutory Reviews, placement meetings, disruption meetings and Child Protection case conferences where required, and initiate appropriate follow up action;
- 2.4 To participate in staff recruitment and manage Fostering staff in achieving the desired standards and outcomes for children, young people and families;

- 2.5 To undertake formal supervision and appraisal with Fostering staff as required, ensuring that the team work within the requirements of relevant statutes, regulations and local policy in achieving targets and expectations;
- 2.6 To identify and support the development of Fostering staff, as well as being proactive in addressing own training needs;
- 2.7 To attend Fostering team meetings, briefing sessions etc. and arrange and chair them where necessary;
- 2.8 To respond appropriately to complaints and to operate St Christopher's grievance, performance management and disciplinary processes as appropriate;
- 2.9 To ensure that service users' views are integrated into evaluation processes and influence the development of the service;
- 2.10 To manage delegated budgets;
- 2.11 To deputise for the Registered Fostering Manager where required;

3. Professional Standards

- 3.1 To take account of all aspects of diversity, including ethnicity, religion or belief, sexuality and sexual orientation, age, disability, and gender in providing services for children and families;
- 3.2 To ensure that statutory fostering regulations and standards are adhered to and to immediately notify the agency of any possible 'conflict of interest';
- 3.3 To keep up to date with social work best practice in relation to fostering placements, to identify areas where improvement is required and to propose and facilitate appropriate solutions;
- 3.4 To respect the confidential nature of the work and data protection guidelines;
- 3.5 To ensure that St Christopher's customer service objectives are achieved within the scope of the job;
- 3.6 To ensure that all the work undertaken by yourself is conducted to the highest professional standards;
- 3.7 To promote and implement all of St Christopher's Fellowship's policies and procedures, and to lead by example;
- 3.8 To be aware of health and safety issues within the area of control and to implement St Christopher's Health and safety policy, maintaining a safe environment and

complying with health and safety and other legal requirements;

3.9 To actively participate in own appraisal and supervision as required;

3.10 To attend appropriate training sessions as agreed with your line manager for own professional development or to benefit the service;

3.11 Use computers and other items of information technology in the normal performance of the duties of the post;

4. Other

4.1 To participate in St Christopher's duty rota that provides placements on an emergency and planned basis, and that also offers support and advice to colleagues.

The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the services or as may be requested by your line manager

Person Specification

Listed below are the objective criteria, specific to this role, used to assess each candidate and determine suitability for appointment. The table shows at which stages in the selection process the criteria will be assessed. To be shortlisted you must clearly demonstrate in a written statement how you meet the Essential Criteria required at the application stage (shaded).

ESSENTIAL CRITERIA

	Criteria	Application form	Interview	Other
E1	CQSW, DipSW, BA Social Work or equivalent professional qualification, and registration with the Health and Care Professions Care Council (HCPC)	✓		
E2	A Management qualification at least at level 4, or willingness to achieve the level 5 Diploma in Management	✓		
E3	At least 2 years' post-qualification experience in the last 5 years of working in fostering or adoption, including direct experience of carrying out Form F assessments	✓		
E4	At least 1 year's experience of supervising professional staff	✓	✓	
E5	Experience of implementing a range of effective marketing strategies/campaigns aimed at potential foster carers	✓	✓	
E6	Experience of and commitment to anti-discriminatory practice and the promotion of diversity	✓	✓	
E7	Knowledge of relevant child care legislation	✓	✓	
E8	Knowledge of Care Standards Act 2000, Fostering Services (England) Regulations 2011 and the National Minimum Standards	✓	✓	Practical assessment
E9	Ability to engage with and deliver on growth targets for the service	✓	✓	
E10	Ability to work within agency policies and procedures and support organisational objectives and values		✓	
E11	Excellent communication skills both with children and their families and with other professionals in a multi-agency environment		✓	
E12	Excellent assessment and written skills	✓		
E13	Ability to work autonomously without direct supervision		✓	

E14	Ability to integrate with and work as part of the team		✓	
E15	Ability to manage your caseload effectively and to plan and prioritise work to meet deadlines		✓	
E16	Flexibility to work occasionally at weekends and in the evening		✓	
E17	Willingness to participate in the out of hours on-call rota		✓	
E18	Ability to travel independently to all areas required by job responsibilities		✓	

DESIRABLE CRITERIA *(the following criteria are not essential, but can be included in your supporting statement if relevant)*

D1				
D2				