



**LONDON BOROUGH OF MERTON**  
**CHILDREN, SCHOOLS and FAMILIES DEPARTMENT**  
**JOB DESCRIPTION**

**Post Title: Fostering Recruitment and Assessment Team Manager**

**Grade: ME16**

**Division/Section: Fostering Service, CSC & YI**

**Location: Civic Centre**

**Responsible to: Head of Service,  
Fostering, Access to Resources and CWD**

**Responsible for: - 4 x Qualified Social Workers  
- Recruitment and Publicity Officer  
- up to 3 Independent Fostering Assessors  
- up to 10 Casual Fostering Assessors**

**Post number:**

**Date: February 2019**

**Generic Job Description**

**Overall Purpose of the Job**

The Fostering Recruitment and Assessment Manager will be responsible for the delivery of key service strands within the Children's Social Care and Youth Inclusion division. They will ensure their development and day-to-day operational delivery, working with colleagues and partner agencies to achieve the objectives of the service, to fulfil quality assurance standards and targets, and to monitor performance.

- To manage a team of social workers and other staff in the recruitment and assessment of foster carers, supported lodgings carers and non-statutory Special Guardianship assessments
- To work with the team to deliver the Council's targets for the recruitment and assessment of foster carers.

- Oversee the delivery a robust annual foster carer recruitment strategy for foster carers
- To lead on processes and developments for the robust recruitment of foster carers, including keeping up to date with legislative requirements and changes
- To deliver data as required, supporting the Council's foster carer recruitment and assessment strategy.
- To lead on the development of Connected Persons assessments and where necessary act as a consultant to other teams.
- To directly undertake complex assessments where capacity allows,
- To undertake other duties appropriate to this grade as required and requested by the Head of Service, Fostering, Access to Resources and CWD.
- Manage a statutory social work service, providing professional and comprehensive casework to children, young people and their families.
- Provide the day-to-day supervision and management oversight for a specified group of staff.
- Work with colleagues and partner agencies to ensure a high quality, professional service leading to positive outcomes.

Within Merton's CSF & YI service, Team Managers are expected to deliver manage and supervise local social work and other staff, for one or more the following range of services:

- MASH
- Children subject to Child Protection or Children In Need Plans
- Children being looked after by the Local Authority
- Children needing permanency and placements
- Children with special needs, especially those with disabilities
- Children and the courts
- Family Support/Parenting Assessments/Family Group Conferences
- Fostering, Access to Resources and commissioning responsibilities

### **Main Duties and Responsibilities**

- Ensure vulnerable children and their families and/or carers, receive a high quality and responsive service as set out by the London Borough of Merton's policies and procedures and enshrined in the Children Act 1989 and 2004 and other relevant legislation.
- Day to day management of the service in the supervision and support of staff in the delivery of services in respect of vulnerable children.

- Supervision and consultation on casework and contribute to the development of colleagues within the team and where appropriate, the wider service by virtue of being an experienced and reliable practitioner manager
- Ensure that all vulnerable children and their families receive responsive services to prevent children and young people being taken into care and support positive parenting, preventing harm and promoting children's life chances
- Ensure that all assessments are completed within agreed timeframe and social work resources are deployed according to the appropriate assessment of risk within the departments priorities and statutory requirements
- Lead, supervise, motivate, nurture and monitor direct reports and multi-agency professionals where appropriate, ensuring the services provided are effective and delivering positive outcomes
- Ensure robust recording of information on relevant systems, databases and IT systems and timely reporting of management information
- Continually develop operational services to ensure the delivery of significantly improved outcomes for children, young people and their families
- Contribute to the development of policy, procedure and practice, in line with the departments core objectives and vision
- Work collaboratively with key agencies and the community to ensure integrated approach to service delivery and the development of effective joint working partnerships
- Represent the team, division and/or department on relevant partner working groups, panels and conferences
- Chair where required, key operational meetings and reviews including case conferences
- Ensure services are responsive to and value diversity and are fair, consistent, inclusive and service user focused
- Produce reports for internal and external bodies and attend meetings/forums as required
- Assist the service manager in planning and developing services for vulnerable children and families, identifying needs and potential difficulties.
- Ensure effective implementation of legislation and policy guidance.
- All Social Work Staff are required to adhere to the various professional standards, including the Professional Capability Framework and the Health and Care Professions Council Standards.

### **Staff Management**

- Promote a high standard of recording by workers and quality assure the standard of recording via input into the supervision process
- Ensure that the professional development needs of all staff are met by regular supervision, (one-to-ones for non social work staff) and review, in accordance with the Council's policy; recorded on appropriate systems and a copy given to each member of staff.
- Ensure that annual appraisals are completed to an appropriate standard and within set timescales and that training needs assessment are carried out and that new staff have appropriate induction

- Using evidence, based practice, work with staff on the development and implementation of quality standards and procedures that will ensure continuous improvement in service delivery
- Support mentoring and coaching to enhance quality of practice
- Assist in the recruitment and selection of staff
- Ensure that staff are fully aware of the implications, requirements and guidance of the Children Act 1989 and 2004, court protocols and all other relevant legislation and guidance in relation to the appropriate delivery of services to vulnerable children and their families
- Manage capability, disciplinary, complaints and grievance procedures as required
- Monitor leave, sickness and the use of agency staff in order to ensure these resources are used effectively
- Champion the equality and diversity agenda across the service and with multi-agency professionals
- Carry out all responsibilities and duties with due regard to the Council's Equal Opportunities Employment Policy
- Ensure staff are aware and adhere to the council's health and safety policy.
- To ensure that staff are fully aware of the implications, requirements and guidance of the Children Act 1989, Care Planning and Review Regulations 2010, Fostering and Special Guardianship Regulations and Adoption and Children Act 2002 and associated legislation and guidance relating to all relevant matters in relation to child protection and child care.

### **Other duties**

- Manage resources within available budget ensuring value for money is achieved and resources used in accordance with the departments strategy and with the council's financial regulations
- Pro-actively seek feedback from a range of sources to inform operational decision-making
- Contribute to the external inspection and audit planning and preparation process
- Participation, where required, in management rotas across the service to ensure that there is management cover of staff and buildings at all times
- Ensure that personal and professional development opportunities are taken and achieved, where appropriate, in line with performance objectives, mandatory training, career pathways and individual opportunities identified with Manager
- Ensure that the service operates within the framework of the law, policy and agreed schemes of delegated powers and authority
- Keep abreast of new developments and research relevant to the service and ensure these are communicated to all staff
- Undertake any other reasonable duties in line with the responsibilities of the post
- Undertake duties outside normal working hours as required

*The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.*



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**PERSON SPECIFICATION**

**POST TITLE: CSC & YI Fostering Recruitment and Assessment  
Team Manager**

**Grade: ME16**

**Date: February 2019**

***Qualifications & Knowledge***

- a. Relevant Social Work Qualification (CQSW / Diploma SW / CSS).
- b. Registered with Health and Care Professions Council Standards (HCPC) or have proof of application for registration.
- c. Knowledge of policies, statutory regulations and guidance relating to safeguarding and child protection and work with the courts
- d. Knowledge of all regulations and guidance that relate to Fostering, including the NMS for fostering services
- e. Knowledge and understanding of relevant legislation (Children Act 1989 and 2004), guidance and new practices and their implications, in relation to child care practice
- f. Knowledge of equality and diversity practice and the capability to apply it to work with vulnerable children, young people and their families
- g. Knowledge of the underlying causes of vulnerability and aspects of effective safeguarding of vulnerable children and their families
- h. Knowledge of issues faced by families from minority ethnic communities or other minority groups
- i. Knowledge of managing social workers and their continuing professional development, including links with the Professional Capability Framework

***Skills/Competencies***

- a. Ability to supervise and develop staff to enhance performance

- b. Ability to develop and provide services which are culturally sensitive and empowering for all service users
- c. Ability to develop new services and where necessary, with partner agencies
- d. Ability to initiate, plan, manage and implement change.
- e. Ability to liaise and negotiate effectively across agency boundaries in order to provide effective support and best value
- f. Ability to interpret and analyse information and problems
- g. Able to demonstrate financial and budget management skills
- h. Effective written / verbal communication / presentational skills and basic I.T. skills
- i. Ability to establish Quality Assurance and Performance Management frameworks, acting accordingly when problems are identified
- j. Ability to ensure that timely appraisal, supervision, support and direction are provided to staff
- k. Able to use own initiative, work under pressure and manage time, resources and competing priorities in a structured effective way
- l. Ability to promote equality and anti-discriminatory practice, and recognise the importance of equality issues for both staff and service users
- m. Able to work flexibly and creatively and a willingness to work some evenings usually by prior arrangement

### ***Experience***

- a. Experience in working with children, young people and their families in the field of social care or other field related to social deprivation
- b. Experience of undertaking assessments in a fostering setting
- c. Experience of managing teams in the delivery of a range of intervention and support services to vulnerable children, young people and their families
- d. Experience of providing advice and support to staff in assessing the needs of vulnerable children and their families
- e. Experience of effective multi-agency working
- f. Experience of the selection, recruitment, training and supervision of individuals
- g. Experience of financial and budget management

### ***Special Requirements / other considerations***

- a. An openness to improve professional practice, improve quality and a willingness to undertake training
- b. This post requires an enhanced Disclosure and Barring check to be carried out and it is the London Borough of Merton's policy for a re-check to be done every three years
- c. Undertake duties outside normal working hours as required
- d. A current valid UK driving licence and use of a car insured for work purposes.