

## Kent County Council

### Job Description: *Fostering Review Officer*

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**Directorate:** Children, Young People and Education

**Unit/Section:** Mainstream and Kinship Fostering

**Grade:** KSI

**Responsible to:** Team Manager

### **Purpose of the Job**

To contribute to the ongoing assessment of foster carers capacity to meet the Fostering National Minimum Standards through robust coordination and chairing of the Review process for Foster Carers across the county of Kent and at times outside of the county (if a child has been placed with connected persons foster carers residing outside of the Local Authority area) in line with the Fostering Regulations (2011).

Contribute to raising and maintaining standards of professional social work within the wider fostering service, develop areas of specialist practice, offer expert advice to less experienced staff and act as a Practice Assessor for students and ASYE.

The post holder should be working in line with the relevant standards set out in the Social Care Capabilities Framework (SCCF).

### **Main duties and responsibilities:**

- Manage a high number of Foster Carer Annual Reviews across and outside of the county, reading and analysing information and chairing meetings, while being professionally curious about fostering capacity and the lived experience of our children and young people within the fostering family, in line with Fostering National Minimum Standards.
- Use the Practice Framework to produce comprehensive and analytical review reports which take a strengths-based approach and make clear recommendations regarding approval of Foster Carers.
- With professional guidance and support from the Team Manager demonstrate expert and effective practice in complex situations, striking a balance between support and challenge.
- Support the Fostering Service by undertaking robust and timely reports into Standards of Care concerns, investigations into allegations where it is identified that a view, independent of the social work team supporting the foster carer/s, is needed, disruption meetings and kinship viability assessments when demand is high.
- Deputise for the Team Manager, including attending key meetings when required, to ensure business continuity.

- Work closely with Fostering Support Teams to identify areas for support and development and deliver existing and new practices consistently and to a high standard.
- Provide coaching and mentoring support to social workers, including those undertaking social work training, to support and further their professional knowledge and development to impact upon the overall quality of practice across the service and CYPE Directorate.
- Contribute to the development of new initiatives through attendance or leadership on working groups, multi-agency forums and training courses to develop current and new ways of working that meet service requirements.
- Maintain an awareness of changes in research regarding child development and related theories, legislation and related policies and practices and ensure that these are applied within practice, contributing to the delivery of a high standard of service.
- Ensure that information systems, e.g. Liberi, and client records are effectively maintained to provide up-to-date and accurate information, upon which decisions affecting service delivery can be made.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Fostering Review Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                             | <b>CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"><li>• Degree in Social Work, CQSW, DipSW or equivalent.</li><li>• Registration as a Social Worker with Social Work England.</li><li>• Evidence of relevant continuing professional development.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"><li>• Proven experience, including substantial experience working in fostering.</li><li>• Experience undertaking complex and highly analytic assessment work, including well informed risk assessments.</li><li>• Experience of delivering adult training, successfully and confidently managing and responding to the needs and dynamics of groups.</li><li>• Providing consultation, mentoring, and developing staff.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"><li>• Quality assure through case audit and review to ensure high standards of practice.</li><li>• Communicate skilfully, engage in complex situations, negotiate, mediate and professionally challenge.</li><li>• Confidently chair meetings and manage dynamics, ensuring everyone is heard and views and feelings are responded to sensitively.</li><li>• Work effectively on own initiative.</li><li>• Excellent assessment and report writing skills with the ability to record information distinguishing conflicting views and perspectives and make clear, purposeful recommendations.</li><li>• Computer literate.</li><li>• Ability to supervise and develop student placements and other social worker staff</li><li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.</li><li>• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li></ul> |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"><li>• This role requires an excellent level of working knowledge of the relevant legislation relating to fostering, including:<ul style="list-style-type: none"><li>• The Children Act (1989)</li><li>• The Fostering Regulations (England) (2011)</li><li>• Fostering Services: National Minimum Standards (2011)</li><li>• The Care Planning, Placement, case Review (England) Regulations (2010)</li></ul></li><li>• Excellent working knowledge of county wide policy and procedures in relation to Fostering and Children in the Local Authorities care.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                            | <ul style="list-style-type: none"> <li>• Understanding of theories in relation to child development, attachment, separation, loss, trauma and resilience and an ability to apply these in practice to support Foster Carers and the children the look after.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>PERSONAL QUALITIES</b>                  | <ul style="list-style-type: none"> <li>• Highly organised</li> <li>• Professional credibility.</li> <li>• Enthusiasm/initiative</li> <li>• Innovative/flexibility</li> <li>• Leadership and management skills to support others in developing skills.</li> <li>• Commitment to equal opportunities and valuing diversity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>COMPETENCIES</b>                        | <ul style="list-style-type: none"> <li>• Competencies are set within the “Kent Social Services Children and Families – Training Framework – Child Care Post Qualification Training Programme April 2000”</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> |