

# The Job Description Person Specification

Kent County Council

Job Description: *Kent Fostering & Supported Homes Development Manager*

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

**Unit/Section:** Kent Fostering, Integrated Children's Services

**Grade:** KR12

**Responsible to:** Heads of Fostering

## **Purpose of the Job:**

To improve the provision of care, accommodation and support for vulnerable children, young people and care leavers through managing the enquiries, recruitment and training of foster carers and Kent Supported Homes (KSH) Hosts and the assessment of KSH Hosts for young people aged 16-21 years.

Lead on the recruitment and training initiatives of the Service with and for the development of both foster carers and KSH Hosts. Identify and develop areas of knowledge and expertise within the Service and share these with colleagues and other professionals. This will be achieved by building and maintaining engagement across departments with the aim of supporting the promotion of positive work practices and outcomes for children and young people in care.

With the support of regular supervision from the Heads of Fostering, manage risk and uncertainty, using assessment, planning, review, evaluation and implementation skills, as well as contributing to the effective application of resources to safeguard and promote the welfare of children, young people, care leavers, foster carers and host families.

## **Main duties and responsibilities:**

- Manage a team of staff who are responsible for the recruitment and training of foster carers and KSH Hosts, ensuring that consistent marketing, handling of enquiries and the processing of applications is undertaken.
- Provide high quality supervision to KSH Assessing Officers, including robust quality assurance of assessments, to help achieve the safe approval of KSH Hosts for young people 16 – 18 years and Care Leavers 18 – 21.
- Support the Heads of Fostering to develop, implement and monitor policies and procedures, ensuring compliance with relevant UK legislation and the Fostering National Minimum Standards.
- Provide regular learning, development and engagement with staff through chairing the fostering practice development group, leading the implementation of practice changes for the Service and taking responsibility for the coordination and delivery of the Fostering Service Mornings.
- Ensure the active participation of children, young people, foster carers and hosts in the development, monitoring and review of services to ensure that there is continuous improvement in service delivery and that services delivered are responsive to client needs.
- Design and implement systems for recording, measuring, monitoring and improving performance in relation to safeguarding and fostering/social work practice in line with Kent Fostering objectives and external performance frameworks; including attendance at systems operations groups when required.
- Oversee the implementation and the delivery of high-quality training to all foster carers and KSH Hosts across the County on behalf of the Heads of Fostering and working collaboratively with the Training Coordinator, ensuring that foster carers and Hosts have the relevant training to meet the needs of all children in care and care leavers.
- Manage and work collaboratively with the Fostering Recruitment Coordinator to ensure that targets are achieved, and objectives are met in the recruitment strategy for Kent Fostering.
- Manage the coordination and delivery of the Annual Foster Carer Awards Ceremony and other events as directed by Heads of Fostering and through management of the Fostering Agency Coordinator.
- Work alongside the Heads of Fostering to develop and deliver a Fostering Service which maximises outcomes for children and young people living with our foster carers and hosts, to support their safety, security and well-being.
- Ensure that areas of responsibility are delivered in line with Legislation, and Regulations e.g. Fostering National Minimum Standards, Leaving Care Act.
- Support the Heads of Fostering to drive forward the culture, workforce and other changes necessary to ensure high quality services are delivered.
- Maintain links with all fostering teams and the 18+ Care Leavers Accommodation Team to help ensure good, consistent working practices in relation to the recruitment, training, and support of children in care, young people and care leavers.
- Undertake case audits to quality assure file management and standards of practice.

## **Organisation Responsibilities**

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

### **Whole Council**

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

### **Integration of Services**

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

### **Embedding Commissioning and Engaging relevant markets**

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery

- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

## **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent • Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

## County Council

### Person Specification: *Kent Fostering and Supported Homes Development Manager*

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

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

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree or equivalent in Social Work</li><li>• Relevant professional development</li><li>• Registration as a Social Worker with Social Work England.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• A knowledge of operational, strategic planning and service delivery within children's services</li><li>• An understanding and awareness of the requirements of leading and managing cultural and service change within a large, complex organisation</li><li>• Experience of contributing to policy and practice formulation, implementation and review.</li><li>• Detailed understanding and awareness of fostering legislation, research and best practice</li><li>• Awareness of budget management</li><li>• Experience of staff development and recruitment, professional supervision, line management or project management</li><li>• Experience of writing and presenting high quality reports to a diverse audience.</li></ul>
<b>SKILLS AND ABILITIES</b>	<p>A demonstrable ability to:</p> <ul style="list-style-type: none"><li>• Computer literacy</li><li>• Provide visible leadership and ability to motivate a team.</li><li>• Communicate well in writing and orally.</li><li>• Work in partnership with users, both adults and children, to identify and build on their potential.</li><li>• Develop and maintain effective working relationships.</li><li>• Organise work efficiently and effectively, having the ability to manage own work as well as that of others.</li><li>• Work as part of a team.</li><li>• Use performance management structures appraisal, supervision and consultation appropriately.</li><li>• Manage staff to ensure optimum performance and take remedial action where necessary.</li></ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge and understanding of relevant legislative and policy frameworks and their impact on the Service (including Fostering Regulations and Care Leavers).</li> <li>• Excellent knowledge and understanding of social work theories relating to childcare services, fostering services and care leavers</li> <li>• Excellent knowledge and understanding of safeguarding policies and procedures.</li> <li>• Excellent knowledge and understanding of antidiscriminatory practice</li> <li>• Knowledge of recent research and national initiatives impacting on Children's Social Services.</li> <li>• Knowledge of performance management indicators.</li> <li>• Impact of child development including the impact of how trauma and loss can present in children, care leavers, their families and their carers.</li> <li>• Understanding and knowledge of Fostering, Adoption and disability issues.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> <li>• Service leadership: Ability to motivate staff to achieve a shared team/service vision and models social work values in practice.</li> </ul>

	<ul style="list-style-type: none"> <li>• Creative Thinking: Can identify trends in successful service delivery and be able to share ideas about how to improve performance.</li> <li>• Partnership Working: An ability to work collaboratively across teams and partners to secure the most effective outcomes for the service and its customers.</li> <li>• Managing Performance: An ability to ensure that staff know what is expected of them through goal setting and activity monitoring performance. Can take steps to address poor performance and provide positive recognition and feedback to staff.</li> </ul>
	<p><b>Other qualities</b></p> <ul style="list-style-type: none"> <li>○ Discretion</li> <li>○ Commitment to Equal Opportunities</li> <li>○ Professional credibility</li> <li>○ Initiative</li> <li>○ Flexibility</li> <li>○ Truth and judgement</li> <li>○ Sense of urgency</li> <li>○ Open</li> <li>○ Invite Contribution and challenge</li> <li>○ Accountable</li> </ul>