

Kent County Council

Job Description: Adoption Team Manager

Directorate: Children, Young People and Education

Unit/Section: Adoption

Grade: KR12

Responsible to: Service Manager

Purpose of the Job:

- To provide a child-centred outcome-focused adoption service to looked after children.
- To provide a timely and responsive service to prospective adopters, approved adopters and their families ensuring the needs of the child remain paramount.
- To be responsible for the team based development of high quality social work, early intervention and looked after children practice by ensuring that case work is appropriately planned, critically evaluated and reviewed and that key performance indicators are met.
- To work with colleagues across the Adoption Partnership, the Local Authorities of the partnership and other stakeholders including adopters to develop and provide an excellent operational adoption service for the regional adoption agency, and to develop and implement strategic and operational service plans.
- To prepare for inspections and achieve good outcomes for looked after children and young people.

Main duties and responsibilities:

- To provide visible and clear leadership to staff including clear guidance and rigorous challenge to ensure that practice is of a high quality and promotes the safeguarding and development of looked after children and young people.
- To provide regular line management and high quality reflective supervision that includes case management oversight, timely decision making, the effective implementation of children's plans, reflective space, respectful challenge, recognizing areas of good and weak practice, and supports the ongoing learning and development of workers.
- To ensure the practice and management oversight of all work and performance in the team is compliant with relevant laws, statutory guidance, and local procedures that govern children's safeguarding, adult safeguarding, the social work profession, health and safety, employment law, human rights and GDPR.
- To provide specialist social work and child protection knowledge and advice to the team, service and other multi-agency professionals that helps them better understand the diverse experiences the children and young people have that we work with and support.

- To ensure that prospective adopters are responded to in a timely and professional way, and assessed and approved within the required national timescales.
- To manage and monitor the recruitment, preparation and assessment of potential adopters, ensuring compliance with relevant adoption legislation and timescales.
- To ensure that approved adopters are supported throughout the adoption process.
- To regularly audit and review case work and records so that case notes are contemporaneous and sufficiently detailed, case summaries and chronologies are up to date, assessments and reports are completed to a good standard and are holistic, that plans are being actioned and monitored for progress, contingency plans are in place and utilized when necessary, the voice and best interest of the child is consistently evident, and decision making takes place at key points in the planning and review process for children.
- To ensure that the birth family history is communicated effectively to adopters and children including via Child Placement report, Life Story Book, and Later Life Letters.
- To be responsible for providing meaningful and high quality reports, including for elected members of the relevant Local Authority and senior managers.
- To ensure the budget is maintained within the budget allocation and in line with the Partnerships financial, procurement and commissioning policies and procedures.
- To ensure that safeguarding, service and human resources policies and procedures are adhered to.

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

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Person Specification: Adoption Team Manager

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.

	CRITERIA
QUALIFICATIONS	<p>Degree in Social Work, CQSW, DipSW or equivalent.</p> <p>Relevant professional development.</p> <p>Registration as a Social Worker with the relevant professional body</p>
EXPERIENCE	<p>Experience of adoption process from both the looked after child's perspective and adopters</p> <p>Experience of professional supervision, line management or project management.</p> <p>Experience of budget management.</p> <p>Experience of developing and implementing performance management and quality assurance systems</p> <p>Experience of working jointly with key partners in the statutory, private and voluntary sectors.</p> <p>Experience of staff recruitment and supporting the development of others.</p> <p>Experience of chairing a diverse range of meetings ensuring engagement from participants, collaborative working and maintaining a focus on the best interest of the child</p>
KNOWLEDGE	<p>Knowledge and experience in the application of National Policies and development relating to Children's Social Care policy areas and the impact on children and their families</p> <p>Excellent knowledge and understanding of social work theories relating to child development including the impact of trauma and loss and attachment theory</p> <p>Excellent knowledge and understanding of Safeguarding policies and procedures and Skills and Competency Framework for Social Workers.</p> <p>Understanding of the importance of the child and family's diverse cultures, faiths, abilities, identities, and experiences in helping to understand the situation from their perspective to inform the best</p>

	<p>practice approach and support for the child and family.</p> <p>Knowledge of financial regulations.</p> <p>Knowledge of legislation relating to GDPR and FOI</p>
SKILLS AND ABILITIES	<p>Ability to build and develop productive teams, setting clear objectives and identifying better ways of working, managing change effectively.</p> <p>Demonstrate excellent oral and written communication skills across a wide range of contacts from colleagues and stakeholders through to families and children and young people.</p> <p>Excellent organisational skills, ability to prioritise work and delegate tasks.</p> <p>Ability to produce reports of a high quality</p> <p>Ability to initiate and develop close working partnerships with statutory, voluntary and private agencies to gather/share information in order to facilitate decision making for effective service delivery.</p> <p>Have a good understanding of and ability to use IT systems</p>
BEHAVIOURS AND KENT VALUES	<p>A belief in the right to family life for all children, and a belief that adoption provides better chances for children who are not able to live with their birth families.</p> <p>A commitment to children's rights and participation</p> <p>A commitment to promoting equal opportunities and to achieving anti-discriminatory practice in all aspects of work.</p> <p>A commitment to providing high quality professional service and to contributing to the continuous development of the team.</p> <p>A commitment to ensuring that the adoption team are viewed as committed, professional, respectful, dynamic and credible in all they do and that the wellbeing of the child sits at the heart of our work.</p> <p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make

Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County 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 the 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