

## Kent County Council

### Job Description: *Qualified Social Worker - Fostering*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Specialist Children's Services</b>
<b>Grade:</b>	<b>Career Grade KR9</b>
<b>Responsible to:</b>	<b>Team Manager</b>

### **Purpose of the Job:**

Demonstrate effective practice in managing a complex and varied caseload of carers working with children with disabilities. With the support of regular supervision from the Team Manager, manage risk and uncertainty, using assessment, planning, implementation and evaluation skills, contributing to the effective application of resources to safeguard and promote the welfare of children, their families and foster carers.

Be able to support recruitment, training and retention initiatives with and for carers. Identify and develop areas of knowledge and expertise, sharing these with colleagues and other professionals. Take an active role in effective team working and understand the team's relationships with other services.

The post holder should be working in line with the Competency Framework.

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

- Manage a caseload which will include complex and diverse cases, requiring skills in respect of assessment, analysis, planning and review, to effectively meet the needs of foster carers, the children in their care and their families. This will be in line with the competency standards set out in the Competency Framework and the Knowledge and skills statement for approved child and family practitioners. The caseload will be managed within the relevant framework of supervision dependent on the complexity of the case and post qualification experience of the post holder.
- Contribute to and review the development of ongoing initiatives to achieve a more effective use of resources within Children & Families Services.
- Initiate and develop close working partnerships with statutory agencies, voluntary and private sector agencies, carers and those with parental responsibility in order to facilitate effective service delivery.
- Inform, advise, counsel, support and assist in the training of carers, individually and in group settings, in order to promote the stability and security of foster placements for children with disabilities.
- Be involved in the Review of foster carers and where appropriate effectively challenge views and practices in order to promote the best outcomes for children with disabilities and their birth families.

- Ensure that information systems, i.e. Liberi, and records are effectively maintained (with an understanding of information security policy) to provide up-to-date and accurate information, upon which decisions affecting service delivery can be made.
- Maintain a personal awareness of legislation, departmental and corporate policies and procedures (particularly those relating to Fostering, Children in Care, Children in Need and Child Protection) acting in line with these to ensure consistency and a high quality of service delivery across the Directorate.
- Be involved in the recruitment, training and assessment of foster carers for children with disabilities to ensure that there is a suitable range of placements to meet their needs within the District and across the County and to facilitate the fostering process.
- Attend training courses and other development opportunities as agreed with line manager to ensure compliance with Social Work England requirements.

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.

**Kent County Council**  
**Person Specification: *Qualified Social Worker***

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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>
<b>QUALIFICATIONS</b>	<p>Degree in Social Work (Dip HE/Degree or Post Grad) and registration as a social worker with Social Work England</p> <p>Competent to work at the Newly Qualified Social Worker or Social Worker level of the Professional Capability Framework for Social Work</p>
<b>EXPERIENCE</b>	<p>Relevant experience to demonstrate the competencies required.</p>
<b>SKILLS AND ABILITIES</b>	<p>Good interpersonal skills in order to communicate effectively with children, carers and colleagues, both on a one-to-one and when working in groups</p> <p>Ability to prioritise and to work effectively on own initiative as well as within a team</p> <p>Good report-writing skills and the ability to communicate clearly in writing</p> <p>Ability to work within a formal settings</p> <p>Computer literate</p>
<b>KNOWLEDGE</b>	<p>A working knowledge of child development and demonstrate an ability to underpin practice with a theoretical base, including attachment theory and the needs of Children in Care/Children in Need/children in the Child Protection system.</p> <p>A working knowledge of the implications disability can present to children, their birth families and their carers</p> <p>A working knowledge of national policies, frameworks and regulations.</p> <p>Working knowledge of Quality Protects and Working Together</p> <p>A working knowledge of County procedures relating to Children in Care/Children in Need/Child Protection</p> <p>A knowledge of family court proceedings</p> <p>Good knowledge of assessment frameworks</p>

<p><b>PERSONAL QUALITIES</b></p>	<p>Emotionally resilient</p> <p>Willingness to attend regular training opportunities</p> <p>Commitment to equal opportunities</p> <p>Discretion</p> <p>Flexibility</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</p>
<p><b>BEHAVIOURS AND KENT VALUES</b></p>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul> <p>Other qualities</p> <ul style="list-style-type: none"> <li>• Professional credibility</li> <li>• Take personal and professional responsibility for your actions and performance</li> <li>• Innovative/flexibility</li> <li>• Leadership skills</li> <li>• Commitment to Equal Opportunities</li> <li>• Act with integrity, honesty and transparency</li> <li>• Be open to challenge</li> <li>• Treat people fairly and with respect</li> </ul>
<p><b>COMPETENCIES</b></p>	<p>Competencies are set within the Competency Framework for Children’s Social Services.</p>

## Kent County Council

Job Description: *Fostering Social Worker – Disabled Children Fostering Team*

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

**Unit/Section:** Specialist Children's Services

**Grade:** Career Grade KR10

**Responsible to:** Team Manager

### **Purpose of the Job:**

Demonstrate effective practice in managing a complex and varied caseload of carers working with children with disabilities. With the support of regular supervision from the Team Manager, manage risk and uncertainty, using assessment, planning, implementation and evaluation skills, contributing to the effective application of resources to safeguard and promote the welfare of children, their families and foster carers.

Be able to support recruitment, training and retention initiatives with and for carers. Identify and develop areas of knowledge and expertise, sharing these with colleagues and other professionals. Take an active role in effective team working and understand the team's relationships with other services.

The post holder should be working in line with the Competency Framework.

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

- Manage a caseload which will include complex and diverse cases, requiring skills in respect of assessment, analysis, planning and review, to effectively meet the needs of foster carers, the children in their care and their families. This will be in line with the competency standards set out in the Competency Framework and the knowledge and skills statement for approved child and family practitioners. The caseload will be managed within the relevant framework of supervision dependent on the complexity of the case and post qualification experience of the post holder.
- Contribute to and review the development of ongoing initiatives to achieve a more effective use of resources within Children & Families Services.
- Initiate and develop close working partnerships with statutory agencies, voluntary and private sector agencies, carers and those with parental responsibility in order to facilitate effective service delivery.
- Supervise and manage foster carers and support recruitment initiatives to ensure that there is a suitable range of placements to meet the needs of children.
- Inform, advise, counsel, support and assist in the training of carers, individually and in group settings, in order to promote the stability and security of foster placements for children with disabilities.

- Be involved in the Review of foster carers and where appropriate effectively challenge views and practices in order to promote the best outcomes for children with disabilities and their birth families.
- Be involved in the recruitment, training and assessment of foster carers for children with disabilities to ensure that there is a suitable range of placements to meet their needs within the District and across the County and to facilitate the fostering process.
- Ensure that information systems, i.e. Liberi, and records are effectively maintained (with an understanding of information security policy) to provide up-to-date and accurate information, upon which decisions affecting service delivery can be made.
- Maintain a personal awareness of legislation, departmental and corporate policies and procedures (particularly those relating to Fostering, Children in Care, Children in Need and Child Protection) acting in line with these to ensure consistency and a high quality of service delivery across the Directorate.
- Attend training courses and other development opportunities as agreed with line manager to ensure compliance with Social Work England requirements.

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.

## Kent County Council

### Person Specification: *Fostering Social Worker – Disabled Children Fostering Team*

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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>
<b>QUALIFICATIONS</b>	<p>Degree in Social Work (Dip HE/Degree or Post Grad) and registration as a social worker with Social Work England</p> <p>Competent to work at Experienced Social Worker level of the Professional Capability Framework for Social Work</p>
<b>EXPERIENCE</b>	<p>Relevant experience to demonstrate the required level of the Capabilities Framework.</p>
<b>SKILLS AND ABILITIES</b>	<p>Good interpersonal skills to communicate effectively with children, carers and colleagues, both on a one-to-one and when working in groups.</p> <p>Proven experience in working collaboratively with the team around a child to achieve the best outcomes for the child, as well as their birth families.</p> <p>Analytical report writing skills and the ability to communicate clearly in writing..</p> <p>Ability to prioritise and to work effectively on own initiative as well as within a team.</p> <p>Ability to work within formal settings</p> <p>Effective written and IT skills for report and assessment writing and communication.</p>
<b>KNOWLEDGE</b>	<p>A working knowledge of child development and demonstrate an ability to underpin practice with a theoretical base, including attachment theory and the needs of Children in Care/Children in Need/children in the Child Protection system.</p> <p>A working knowledge and understanding of the implication disability can present to children, their birth families and their carers.</p> <p>Understand how the team fits within the wider service provision for children with disabilities.</p> <p>Good knowledge of assessment frameworks.</p>

	<p>A knowledge of family relationships and family court proceedings.</p> <p>A working knowledge of County procedures relating to Children in Care/Children in Need/Child Protection</p> <p>A working knowledge and understanding of relevant legislation, regulations and policy frameworks.</p> <p>Working knowledge of Quality Protects and Working Together</p> <p>Compliance with information governance, record retention, confidentiality issues and the General Data Protection Regulations of data protection and confidentiality issues</p>
<p><b>PERSONAL QUALITIES</b></p>	<p>Good interpersonal skills.</p> <p>Ability to prioritise and to work effectively on own initiative as well as within a team.</p> <p>Ability to work within a court setting.</p> <p>Interest/desire to lead in training courses.</p> <p>Willingness to attend regular training opportunities</p> <p>Commitment to equal opportunities</p> <p>Discretion</p> <p>Flexibility</p> <p>Computer literate and familiar with computer systems including word, Microsoft, Liberi.</p> <p>Competencies are set within the knowledge and skills statements contained in the Social Care Capability Framework.</p>
<p><b>BEHAVIOURS AND KENT VALUES</b></p>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul> <p>Other qualities</p> <ul style="list-style-type: none"> <li>• Professional credibility</li> <li>• Take personal and professional responsibility for your actions and performance</li> </ul>

	<ul style="list-style-type: none"><li>• Innovative/flexibility</li><li>• Leadership skills</li><li>• Commitment to Equal Opportunities</li><li>• Act with integrity, honesty and transparency</li><li>• Be open to challenge</li><li>• Treat people fairly and with respect</li></ul>
<b>ADDITIONAL</b>	Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day