

<b>Title</b> <b>Supervising Social Worker</b> Hay Band B	<b>Department</b> <b>Children, Families &amp; Cultural Services</b>	<b>Post Ref.</b>
<b>Job Purpose</b> <b>Supervising Social Worker</b>  To support and supervise foster carers to meet the required service standards in line with policies, procedures and associated standards within the service area.		
<b>Key Responsibilities</b>  <ol style="list-style-type: none"> <li>1. To work to identify opportunities for improvements and the achievement and maintenance of high standards of quality and efficiency in the services provided by Nottinghamshire County Council, and the Children Families and Cultural Services Department.</li> <li>2. To develop and improve personal skills through participation in, and contribute to, formal and informal staff development processes and training geared to meet the requirements of the post and the changing business requirements of the Department.</li> <li>3. To supervise and assist the efficient and cost-effective use of resources and to participate in performance review systems for departmental services and other measures allied to the supply, monitoring and effective utilisation of management information connected with the postholder's field of work.</li> <li>4. To ensure confidentiality of information in respect of records maintained and tasks undertaken with County Council Policy and relevant legislation. This includes maintaining strict confidentiality in relation to personal information (including that of service users and other employees) which may become known to you/the post holder during work or associated activities.</li> </ol>	<b>Key Accountabilities</b>  Deliver supervision, support and development opportunities to Foster Carers to the required standard.  Undertake the necessary placement management, planning and intervention to achieve and maintain stable placements for children who are looked after.  Ensure that children's care and development needs are met within placements.  Develop and maintain positive working relationships with childcare teams.  Compliance with the National Minimum Standards – Fostering Regulations.  To safeguard children and manage allegations and concerns as they arise.	

5. To maintain effective working relationships and thereby contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with relevant legislation, to take reasonable care of your health, safety and welfare and that of other persons who may be affected by the performance of your duties/*to take individual responsibility for one's own health, safety and welfare.*
6. In carrying out the duties and responsibilities set out within the job description and in the context of developing working relationships with others, the postholder, will be expected to demonstrate commitment and to comply with the specific requirements and the spirit of the County Council Equal Opportunities Policy/*Equalities Policy*. This principle applies equally to all aspects of the role including any responsibilities relating to the provision and development of services.
7. Social Workers will normally be appointed to a district office from which they will work and will only be changed in very special circumstances. They will be allocated a locality within which they will work, and the Director of Children Families and Cultural Services Department/*Corporate Director* reserves/*has* the right to change localities/*base office locations* or to require an Officer to undertake certain work in another locality.

**Duties**

The Officer appointed will be required to undertake a cross section of all duties in connection with the provision of a Fostering Service. The Officer may be required, from time to time, to undertake additional tasks as assigned to them.

As a member of a Fostering Team the Officer appointed will work under the leadership of the Group Manager for Access to Resources.

**Qualifications**

Applicants should possess a professional Social Work qualification and must be registered with, or in the process of registering, with Social Work England.

<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

### ***Person Specification***

#### **General**

1. Must be prepared to work some unsociable hours and undertake some travelling/flexibly across the county of Nottinghamshire. (Some out of county travel may be required within the Family and Friends Team).
2. Must have full driving licence, unless disability precludes this.
3. Must have a recognised Social Work qualification.
4. Must be registered with Social work England or be in the process or registration at the point of interview.
5. Must be prepared to undertake an enhanced Disclosure & Barring Service (DBS) check.
6. Commitment to work out of hours may be required at times to carry out duties as and when required by the business.

#### **Experience**

6. Significant experience of direct work with children and families.
7. Experience of working with foster children/ foster carers.

#### ***Personal skills and general competencies***

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
4. Ability to meet agreed objectives and delivery targets by the effective use of resources.

8. Experience of assessment work.

9. Experience of writing and presenting assessment reports for independent scrutiny (e.g. court/panel/appraisal).

10. Experience of group work and training.

**Knowledge**

11. Knowledge of the outcomes, and potential, for looked after children living in foster care.

12. Knowledge of the Local Authority's role, duties and function in respect of looked after children and foster carers.

13. Knowledge of the philosophy, values and main legal aspects of the Children Act 1989, The Children Act 2004 and Every Child Matters agenda, Working Together to Safeguard Children (2018), the Fostering Services Regulations 2011, the National Minimum Standards 2011 and The Care Planning, Placement and Case Review Regulations 2010 (amended 2013).

14. Knowledge of equality and diversity issues and anti-oppressive practices.

15. Knowledge of the effect of attachment disorders, abuse, loss and separation and other trauma on a child's behaviour.

16. Knowledge of the Fostering Services Regulations 2011/*government's agenda for fostering reforms (2013)*.

**Skills**

17. Assessment and analytical skills

18. Ability to assimilate and communicate a variety of information to and from different sources.

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| <p>19. Ability to work anti-oppressively/<i>anti-discriminatively</i>, to value diversity and to promote equality</p> <p>20. Ability to use information technology skills.</p> <p>21. Ability to work within a confidential arena.</p> <p>22. Ability to develop and sustain appropriate working relationships with members of the public, colleagues and partner agencies.</p> <p>23. Ability to write reports and keep records.</p> <p>24. Ability to work as a member of a team.</p> <p>25. Ability to work under pressure and to timescales.</p> <p>26. Ability to work on own initiative, to prioritise, plan and organise work.</p> |  |
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| <p><i>Please attach a structure chart</i></p>   |  |