

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Independent Reviewing Officer - Fostering	Grade: PO6
Section: Practice Standards	Directorate: Children's Services
Responsible to following manager: Service Manager - Safeguarding	Responsible for following staff: N/A
Post Number/s: SC934	Last review date:

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The role will contribute to the provision of a high-quality fostering service by ensuring that every fostering family's suitability to foster and terms of approval are reviewed at least once annually as required by the fostering regulations.

As part of the preparation for a review they will also conduct audits of the service's files to ensure a high standard of recording is maintained. Individuals will have the necessary social work and management skills and experience to undertake this task, to contribute to the maintenance of outstanding quality standards within the organisation.

	Specific Duties and Responsibilities
1	Chair foster carer reviews at least once annually as required by the fostering regulations, in line with Wandsworth's Outstanding Practice Framework. These reviews are held in person, with Wandsworth foster carers who live in and outside of London.
2	Rigorously assess foster carers' capability to meet the needs of children we look after, incorporating their wishes and feelings as well as feedback from other professionals.
3	Prepare high quality review reports with clear recommendations to the service regarding the foster parent(s) and household's suitability to foster, evidencing the reasoning behind the recommendations made.
4	Highlight areas of good practice or commendations alongside areas of development for both the foster carer and the service.
5	Confirm all checks including medical, DBS are within date. That all household insurances are up to date, M.O.T and car insurance is valid, Health and Safety and Safe Care Policies are current and implemented and that foster families are fulfilling the service's expectations in relation to recording, training, support and development standards and the Foster Care Agreement.
6	Meet and work within the service deadlines and timescales to ensure the efficient running of the service. This includes reports being written and shared within the timescales.
7	Attend and present reports to the Independent Fostering Panel or attend to provide clarity in relation to complex issues or disagreement.
8	Identify, develop and deliver training to support the needs of Wandsworth foster carers and the children we look after.
9	Provide quarterly reports to the service identifying examples of excellent or poor practice, themes and trends, feedback on children's views and suggestions for development, change to practice, the service or policies and procedures. Prepare and cooperate with internal audits and regulatory inspections by OFSTED.
10	<p>Communication and Relationships</p> <p>Develop positive relationships within the team and attend team meetings with the IRO service and Fostering Service.</p> <p>Show ability to use systemic ideas and challenge foster carers in a way that enhances the capacity to reflect and create change in practice and relationships with children in their care.</p>
11	<p>Safeguarding Children and Young People</p> <p>To comply with the Local Authority's Safeguarding Policies and promote the safeguarding of children and protect them from risk of harm.</p> <p>To take appropriate and timely action to communicate any concerns about foster carers that may call into question their suitability for the role/ability to safeguard children.</p> <p>To undertake mandatory safeguarding training in relation to their work with children and young people.</p> <p>To support, and where required, lead standards of care investigations.</p>

12	<p>Confidentiality</p> <p>To safeguard the confidentiality of information relating to carers, children and young people at all times in accordance with agency policies and procedures.</p>
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Generic Duties and Responsibilities	
1	To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
2	To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
3	To adhere to security controls and requirements as mandated by Richmond & Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
4	To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
5	To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
6	The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information	
1	Registration with Social Work England
2	Ability to use systemic ideas and challenge foster families in a way that enhances the capacity to reflect and create change in practice and relationships with children in their care
3	Uphold the service's responsibility to ensure safe and appropriate policies, working practices and systems for all staff working with children and young people
4	Ability to develop positive relationships
5	Committed to safeguarding and promoting the welfare of children and young people and protect them from risk of harm

Team structure

The role sits within the IRO service. The team sits under the Assistant Director of Practice Standards and the Principal Social worker. The team comprises of the service manager, seven IROs who chair reviews for children we look after and children in need of protection, as well as one LADO.

Person Specification

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Post Number/s:	Last Review Date:

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Demonstrate an understanding of and ability to monitor performance by the LA of their functions in relation to a child's case, ensuring that agreed plans are implemented within available resources in a timely and effective manner to achieve best outcomes for the child	X		A/I
Experience	Essential	Desirable	Assessed
Experience of working in a local authority fostering service and knowledge of National Minimum Standards, Fostering Regulations and The Care Planning, Placement and Case Review Regulations.	X		A/I
Ability to chair complex meetings, analyse, summarise and write/record relevant information clearly and	X		A/I

concisely so that it is easily understood by users and colleagues.			
To effectively manage workload to ensure effective performance and outcomes of all Household Reviews.	X		A/I
Skills	Essential	Desirable	Assessed
Excellent verbal and written communication skills including communication with children & young people and their families and professionals at a range of levels.	X		A/I/T
Qualifications	Essential	Desirable	Assessed
Social work qualification and Registered with Social Work England.	X		A

A – Application form / CV

I – Interview

T – Test

C - Certificate