

Job Profile comprising Job Description and Person Specification

Job Description

Job title: Fostering Panel Advisor	Grade: PO4
Section: Children and Families.	Directorate: Children's Services
Responsible to following manager: Team Manager, Fostering and Recruitment Team	Responsible for following staff: None
Post Numbers: RWCCLA03	Last Review Date: October 2021

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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

There is currently a part time Fostering Panel Advisor vacancy in our Fostering Service to cover the fostering panel based in Wandsworth. We need an experienced, competent, and committed Panel Advisor with energy and drive who will work effectively to improve outcomes for our children and young people.

To provide professional advice to the fostering and permanency panels and to the agency decision maker to ensure that a high-quality fostering service is provided by Wandsworth in compliance with the appropriate National Minimum Standards, Regulations, and all relevant legislation.

Important internal relationships:

- All teams and staff within the Children and Families Division and Safeguarding Standards Service
- Heads of Service, Service Managers and Team Managers across Wandsworth Children's Services
- Colleagues from teams across the Shared Staffing Arrangement (SSA)

Important external relationships:

- Children, young people, and their families
- All relevant partner organisations that Wandsworth Children's Services works in partnership with including schools, external service providers and the private and voluntary sector including foster carers and residential care providers; Police; Probation
- Local residents and other customers

Specific Duties and Responsibilities

- To contribute to the achievement of the authority's key purposes and to the continuous improvement of its performance.
- To advise, monitor and report on fostering practices and performance.
- To ensure effective quality assurance mechanisms and systems are in place in order to achieve excellence and positive outcomes for children, prospective adoptive parents, and prospective foster carers and approved foster carers.
- Quality assure all reports, using IT portal or paper format prepared for the panel to make sure they meet the necessary standards and that all relevant documents are available for panel members within statutory and regulatory timescales.
- Ensuring compliance of the Council's policies and procedures.
- Together with the panel chair, they have responsibility for ensuring that appropriately experienced and qualified panel members are recruited, inducted and receive training and annual appraisals.
- To be a member of the Fostering management team providing vision and innovation in service planning and service delivery.
- To increase knowledge and understanding of fostering and to develop effective practice amongst social work staff.

The Job Description reflects the major tasks to be carried out by the post holder but in the interests of effective working, those tasks may be reviewed from time to time, reflecting changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Generic Duties and Responsibilities

- To keep knowledge up to date of changing contexts at local and national level and take account of these in social care practice; modelling the social care role and contributing to the public face of the organisation.

- Ensure that the voices and views of children and young people are sought, heard, and represented appropriately; and evidenced throughout the work.
- To lead the development and implementation of innovative ways of working, taking into account research and experience from own and other services.
- To work with the organisation to ensure that the Standards for Employers of Social Care Workers and Supervision framework is embedded across the service to maintain high standards of social care practice.
- To contribute to the continuous improvement of the services for children and young people in Wandsworth.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- 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.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- May be required to attend meetings such as working groups and Partnerships outside of the normal working day.

Person Specification

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- **Our Values and Behaviours**

- The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:
- **Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.
- **Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.
- **Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge and application of the legal, policy and practice framework including the related national minimum standards. The candidate must demonstrate sound knowledge of the relevant legislative framework: specifically Fostering Services (England) Regulations 2011 & 2013 and the Fostering Services National Minimum Standards 2011 and Care Planning, placement and Case Review Regulations 2010.	A, I & T
Significant experience in Fostering and an understanding of the range of issues faced by vulnerable children, their families and the challenges that this brings for Foster Carers.	A, I & T

Effects of child neglect, trauma, sexual, physical and emotional abuse	A, I & T
Understanding of attachment and associated effects of early childhood deprivation and neglect	A, I & T
Racial awareness and understanding of the importance of a child's identity within the context of their race, culture, and life experiences	A, I & T
Attitudes and Values	
Sensitivity and empathy and respect for others	
Understanding of vulnerability, equal opportunities and working within a culture of anti-discriminatory practice	A & I
Understanding of the impact of collating, processing, and managing confidential sensitive information and the security aspects of the working environment	I
Flexibility, passion, and motivation to meet the demanding needs of the service to improve outcomes for children with a plan for Permanent Fostering	I
A well organised practitioner who is able to challenge constructively in order to achieve and retain outstanding standards at all times.	A & I
Availability for weekend and evening working when needed	A & I
Skills	
Ability to communicate to a high standard at all levels, both verbally and in writing, with external agencies, individual practitioners in a multi-disciplinary setting	I & T
Ability to make and sustain professional working relationships with foster carers, looked after children and all external partners	I
Ability to work autonomously and prioritise and organise tasks	I
Excellent attention to detail and accuracy with the ability to compose, design and record written information about children	A, I & T
Proactive, organised and methodological, with an ability to collate, understand and process sensitive information	A, I & T
Qualifications and Training	
Recognised Social Work Qualification (CQSW, Diploma or Degree)	A
Registration with Social Work England	A
Previous experience of working in a social work setting or with vulnerable children and families	A, I & T

A – Application form**I – Interview****T – Test**

C - Certificate

