

## Job Description

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| <b>DIRECTORATE:</b>    | Social Services and Wellbeing  |
| <b>DEPARTMENT:</b>     | Children's Social Care / Kinship Care and Permanence                                   |
| <b>JOB TITLE:</b>      | Supervising Social Worker 1 & 3 (Kinship Care & Performance)                           |
| <b>GRADE:</b>          | Grade 10 – Newly Qualified<br>Grade 12 – Subject to 2 years post qualifying experience |
| <b>ACCOUNTABLE TO:</b> | Team Manager – Kinship Care and Permanence   |

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### JOB PURPOSE:

To recruit, visit and assess prospective foster carers using the Form F or unified assessment template and supervise, support and where necessary facilitate the training of a caseload of approved foster carers. To analyse complex information gathered during supervision, prepare high quality reports and contribute to the review and management of foster carers in line with the National Minimum Standards.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Case management and supervision of foster carers in line with national minimum standards.
- Working within the legislative, regulatory and policy framework that relates to the Foster Care service.
- Undertake Form F and any other assessments to specific deadlines analysing complex information and being able to summarise and evidence findings.
- As a team member contribute to the duty service operated by the team to support foster carers and respond to referrals.
- Contribute as a team member to the recruitment and training activity of the Fostering Team and to the review of foster carers ensuring that training and support needs are identified and addressed.
- Working with other agencies and professionals in a co-ordinated manner to address the needs of children and their families, including preparing and participating in decision making forums.
- Identify unmet need and drawing it to the attention of managers in the Division, assisting in the collection of data as required and keeping your own carer records up to date and factually correct.

- Contribute to the development of the fostering service policies and procedures by working on your own project either independently or collaboratively.
- Participate in any training and development activities in order to maintain own professional development or to enhance competence within job role.
- Undertake annual reviews in line with requirements set out in The Fostering Panels (Establishment and Functions) (Wales) Regulations 2018.

**Grade 12 - As above plus:**

- Leading co-working with less experienced Social Workers in complex cases.
- Providing advice and guidance to and support the development of less experience social workers and other members of the team.
- Supervision of Social Work Students.
- Undertaking supervision of Specialist Foster Carers (Parent and Child/Transitional).
- To undertake sensitive, acute and complex adoption work comprising of assessment, supervision and support of prospective and existing *kinship carers and special guardians* which will require court attendance and to act on behalf of the council in other formal settings.
- Routinely undertake extensive complex assessments of the suitability of applicants to foster/*become special guardians* and present these assessments to formal panels as required.
- Participate in placement matching decisions and recommendations.
- Work with prospective kinship carers and special guardians and families of care experienced children. This will include:
  - Provision of complex assessments, placements and the ongoing delivery of comprehensive robust support plans for children placed.
  - Care Proceedings.
  - Services to children who are looked after.
  - Other complex care and support work as required, including child protection investigations.

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

**Person Specification**  
**Supervising Social Worker 1 & 3 (Kinship Care & Performance)**

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

| Attributes                                      | Requirements  | Essential  | Method of Evaluation/ Testing  |
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| <b>Qualifications, Education &amp; Training</b> | <ul style="list-style-type: none"> <li>• Social Work Degree or other Social Work qualification recognised by Social Care Wales.</li> <li>• Registration with Social Care Wales.</li> <li>• PQ – Consolidation Programme if qualified after April 2016.</li> <li>• 2 years post qualifying experience.</li> </ul>  | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>For SW3 only</p> | <p>Production of original Qualification Certificates and application form.</p> |
| <b>Knowledge &amp; Experience</b>               | <ul style="list-style-type: none"> <li>• Knowledge of current Social Services legislation Children Act 1989 &amp; 2004, Social Services and Well Being Act (Wales) 2014 and Local Authority Fostering Service Wales regulations 2018 and Code of Practice.</li> <li>• Experience of undertaking &amp; presenting Form F or similar complex assessments.</li> <li>• Experience of comprehending complex information, the analysing and summarising of that information to a high standard.</li> <li>• Experience of working with vulnerable children and young people.</li> <li>• Experience of managing a workload and organising time.</li> <li>• Knowledge of statutory responsibilities for children who are looked after and of current Policy, Statutory Guidance and the Law as it is applied.</li> </ul> | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>          | <p>Interview, application form and selection process.</p>                      |

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| <p><b>Knowledge &amp; Experience (ctd.)</b></p> | <ul style="list-style-type: none"> <li>• Experience of identifying the needs of children and young people.</li> <li>• Direct experience of complex cases.</li> <li>• Direct experience of writing complex assessments which inform court applications/care plans for children and young people.</li> <li>• Direct experience of court work.</li> </ul>  | <p>For SW3 only<br/>                 For SW3 only<br/> <br/>                 For SW3 only</p>  | <p>Interview, application form and selection process.</p>  |
| <p><b>Skills &amp; Personal Qualities</b></p>   | <ul style="list-style-type: none"> <li>• Ability to form constructive working relationships with colleagues and other agencies.</li> <li>• Ability to communicate clearly and effectively, present and comprehend complex information.</li> <li>• Ability to prioritise and take responsibility for workload management and performance.</li> <li>• Ability to work flexibly and proactively.</li> <li>• Personal and professional integrity.</li> <li>• Ability to work effectively as a member of a team sharing responsibilities and bringing enthusiasm and commitment.</li> <li>• Effective IT skills to make optimum use of available communication media to disseminate information and maintain computer-based records in line with government requirements.</li> <li>• You will be expected to have a motor vehicle available for use on official journeys. Your mileage expenses will be reimbursed based on the locally agreed rate.</li> <li>• Ability to make decisions appropriately.</li> <li>• Excellent skills in investigation and assessment.</li> </ul> | <p>Yes<br/> <br/>                 Yes<br/> <br/>                 Yes<br/> <br/>                 Yes<br/> <br/>                 Yes<br/> <br/>                 Yes<br/> <br/>                 Yes<br/> <br/>                 Yes<br/> <br/>                 Yes<br/> <br/>                 For SW3 only<br/>                 For SW3 only</p> | <p>Interview, application form, and selection process.</p> |

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| <b>Skills &amp; Personal Qualities (ctd.)</b> | <ul style="list-style-type: none"><li>• Capacity to problem solve whilst working under pressure.</li><li>• The ability to communicate through the medium of Welsh.</li></ul> | For SW3 only | Interview, application form, and selection process |
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