

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Children and Family Services / Provider Services
POST:	Deputy Team Manager – General Fostering
GRADE OF POST:	GR13
RESPONSIBLE TO:	Team Manager – Kinship and Permanence

JOB PURPOSE:

Assist the Team Manager in the management and co-ordination of the Team's work in the recruitment, assessment, review and support of foster carers.

Work with the Team Manager to develop and ensure an efficient and effective service for foster carers, care experienced children, household members and foster carers support networks in line with current policies, best practice, legislation, procedures and systems.

Deputise for the Team Manager in their absence assuming delegated responsibility for the management of the team.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Assist the Team Manager:
 - in the management of the General Fostering Team by contributing to the development and delivery of the service to meet statutory and guidance requirements.
 - with the co-ordination and management of the work of the team in providing high quality services for children, young people and their families.
 - in the allocation of work, prioritising the work of the team to ensure the appropriate allocation, assessment and review of resources to meet identified needs.
- Involve individuals and carers in planning and designing services.
- Line manage and provide specialist advice and professional supervision to Social Work and Support staff within the Fostering service in line with adherence to the Human Resources policy and procedural frameworks.
- Support the Team Manager with the agreement and approval of expenses and time sheets for Social Workers and Agency Social Workers, and resolving and responding to complaints
- Chair meetings with foster carers and to hold the occasional case comprising of sensitive, acute and complex issues attending court and/or accompanying social workers when required.
- Together with the Team Manager, analyse performance management information to assist timeliness of assessments, reviews and other formally reported

performance. Ensure quality and content of assessments and plans in line with local and national guidance and compliant with statutory requirements.

- Together with the Team Manager, contribute to and support the development of the regional and national Foster Wales plan of work.
- Ensure foster carers have access to appropriate learning and development opportunities that supports their development and understanding of the children they look after needs.
- Assist/Support the Team Manager:
 - by contributing to strategic/management meetings and effective multi-disciplinary and multi-agency working.
 - to ensure the effective and efficient operation of the work of the team including the evaluation of the achievement of objectives, targets, priorities and standards.
 - by assisting the Senior Management Team in the development of strategy, policy and procedures.
- Participate in induction and other programmes of training for staff. Alerting senior managers to action necessary to develop the competencies of staff in the service area as well as the potential need to institute disciplinary procedures and to participate in these procedures where necessary.

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 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

Deputy Team Manager – General Fostering

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 (Yes).

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> A Social Work qualification, along with a willingness to work toward a management qualification. Registration with Social Care Wales. 	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Minimum of three years post qualifying experience with significant experience in working in children and young people's services. Knowledge and Experience of Assessment, Review and support of potential Carers Proven track record of supervising social work practitioners. Thorough knowledge of current Social Services and Fostering legislation and associated regulations and guidance. Thorough knowledge of Fostering regulatory requirements and RISCA. Thorough knowledge of quality assurance measures. Knowledge of procedures and regulations relating to the management of Social Services. 	<p>Yes</p> <p>Yes</p>	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Knowledge & Experience (continued)	<p>Including budgeting financial procedures, personnel and contracting procedures.</p> <ul style="list-style-type: none"> • Knowledge and Experience of Safeguarding and the Part 5 process. • Experience of working with Children Looked After by the Local Authority, or are subject to the PLO process, voluntary accommodation. • Post Qualification experience of working in a children's social care setting. • An understanding of Foster Wales. 		Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to make appropriate decisions based on risk. • Ability to take a leadership role in relation to staff and service delivery. • Ability to form constructive working relationships with colleagues and other agencies. • Ability to communicate clearly and effectively. • Ability to demonstrate good organisational skills. • Good IT Skills. • Ability to think clearly under pressure. 	<p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • Ability to work flexibly and proactively. • Ability to implement working knowledge of child protection policies and procedures. • Ability to offer professional guidance and advice to staff. • Commitment to high quality service delivery. • Commitment to work in a challenging and changing environment. • Ability to analyse and interpret information gathered. • Ability to assess risk and plan appropriately. • Appreciation of the importance of financial management, record keeping, probity and regularity. • Ability to identify appropriate evidenced based interventions based on analysis of need. • A valid driving licence and access to a vehicle is requirement for this post. • Ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p>	