



# **Job description and person specification for Fostering Panel Chair**

## **Job description**

- To prepare for Panel meetings, reading papers carefully, identifying key issues and liaising with the Agency Adviser to ensure information is adequate for submission to Panel.
- To facilitate the active participation of all Panel Members in contributing to clear and well evidenced recommendations, with reasons.
- To ensure those attending Panel are treated with respect and courtesy.
- To address diversity issues and to promote anti discriminatory practice at all times.
- To ensure, along with the panel adviser, that senior managers are aware of issues of concern, in relation both to individual cases and to more general matters.
- To ensure clear and accurate minutes are taken that accurately reflect Panel's discussions and signing off final minutes before they are sent to the Decision Maker.
- To liaise with the Panel Adviser for each panel, Agency Decision Maker and Senior Managers as necessary.
- To actively contribute to Panel members annual training.
- To facilitate the annual appraisals of all Panel members.
- To be involved in the appointment and induction of new panel members and in any consideration about terminating the appointment of a panel member.

## **Person specification**

### **Experience and knowledge**

- Sound Knowledge or experience, either professionally or personally or both, of the placement of children in foster families or of children being cared for away from their birth family.
- A sound understanding of the fostering process.
- Knowledge of the purpose and function of the Panel including the relevant legislation and regulatory framework
- Experience of chairing complex of meetings.

- A sound knowledge and understanding of safeguarding.
- Good knowledge of the complex, diverse needs of children in care and the skills and qualities required by foster carers.

### **Skills and Abilities**

- Good listening and communications skills
- The ability to read, process and analyse large amounts of complex and sometimes distressing information.
- The ability to make an assessment and to form a view, based on the written and verbal information presented to panel, and the confidence to articulate this at panel.
- The ability to use personal and/or professional knowledge and experience to engage all panel members constructively, contribute to discussions and make decisions on panel recommendation in a balanced and informed manner.
- The ability to work co-operatively as part of a multi-disciplinary team.

### **Attitudes**

- A commitment to keeping children within their own family or community where this is possible and to maintaining contact between children living in foster families and their birth families where this appears to be in the child's best interests.
- A commitment to fostering as a way of meeting a child's needs where this appears to be in the child's best interests.
- A commitment to safeguarding and promoting children's welfare in foster care.
- A valuing of diversity in relation to issues of ethnicity, religion, gender, disability and sexuality.
- An understanding of, and a commitment to, the need for confidentiality.
- A willingness to increase knowledge and understanding of issues through reading, discussion and training.