

ACORN FORSTERING SERVICES LTD.

JOB DESCRIPTION

JOB TITLE:	Fostering Manager
HOURS OF WORK:	37 Hours Per Week (Full Time)
SALARY:	£55,000 per annum
RESPONSIBLE TO:	Director
ACCOUNTABLE TO:	Responsible Individual
RESPONSIBLE FOR:	The staff team of Acorn Fostering which will include social work staff and managers non-social work staff.

JOB PURPOSE:

As a registered manager, the Fostering Manager is accountable for, developing and managing all aspects of fostering and support functions in the company. Working in accordance with the policies and procedures of Acorn Fostering Services (AFS) and relevant statute and national guidelines, the Fostering Manager promotes and works with awareness that the agency provides a professional fostering service for local authorities, placing children and young people.

Fostering Manager ensures organisational practice is within the OFSTED Framework and Fostering Services Regulation 2011 and that these are upheld and maintained at all times within the agency.

Fostering Manager leads on all safeguarding matters within the agency and in relation to the Agency's business.

KEY ACCOUNTABILITIES

- 1. Strategic Management**
 - 1.1 Contributes proactively to the strategic planning and business development of AFS, in line with short, medium and long term plan.
 - 1.2 Advises on AFS' position as a key player in a competitive market, ensuring that AFS is able to compete effectively with particular reference to quality service levels, new service provision and pricing.

- 1.3 Researches and seeks opportunities for improvement, new initiatives and business growth, formulating and presenting strategy and recommendations to AFS' Directors, advising on the implications for the agency of the same.
- 1.4 Develops the strategic framework for effective client management which will include;
- Establishing and maintaining regular contact with clients through monthly meetings
 - Monitoring action plans relating to client and management interaction
 - Communicating with and feeding back client opinion and expectations in a constructive manner to the operational team
 - Demonstrating positive leadership skills in influencing all levels of management to apply the principals and practices of successful client management
- 1.5 Develops new business and fostering resources within the business, in line with the AFS' business plan and personal targets which will include
- Formulating new links and contacts with local authorities
 - Negotiation, acquisition and review of contracted agreements with local Authorities
 - Planning for and supporting carer recruitment initiatives
 - Providing proactive and effective support for the regional team in achieving their targets for carer recruitment and service provision under agreements
- 1.6 Provides regular performance reports to the Directors demonstrating progress against Key Performance Indicators

2. **Operational and Professional Management**

- 2.1 Represents Acorn Fostering Services in all professional matters in the region and promotes its reputation with placing local authorities, relevant external organisations and individuals, ensuring that the agency is recognised as an excellent provider of fostering services;
- 2.2 Responsible for the development, management and delivery of an effective Placement service ensuring;
- National Minimum Standards and Statute are adhered to
 - AFS' policy and procedures are fully understood and implemented
 - Effective management of all aspects of existing fostering resources, with new resources developed as necessary
 - Achievement of placement numbers in line with the business plans

- 2.3 Responsible for ;
- Ensuring consultation with carers and children
 - Constantly monitoring and undertaking internal audits to ensure quality standards are met
- 2.4 Ensures that there is provision of 24-hour professional support for foster carers and that an effective out of hours placement service is available.
- 2.5 Ensures any matters concerning safeguarding children matters are dealt with in accord with Legislation, Government guidelines and company policy.
- 2.6 Provides professional leadership to the team to ensure the professional supervision, support, monitoring, and annual review of foster carers in accord with the requirements outlined in the regulations and in line with the agency's procedures.
- 2.7 Responsible for the training and development of staff and foster carers
- 2.8 Responsible for ensuring assessments of prospective foster carers are in accordance with the agency's policies and procedures and government guidelines.
- 2.9 Develops, implements and effectively maintains agency systems to include training resources, IT systems, Fostering Panel, Out of Hours system, assessment, approval and review of carers.
- 2.10 Evaluates the agency's work and performance against the range of agreed Key Performance Indicators.

2.10 Safeguarding:

Takes lead in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the setting, ensuring that the Safeguarding Policy is reviewed regularly as agreed

To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

3 Staff Management

- 3.1 Ensures effective team working and the development of a cooperative and supportive work environment across the variety of roles within the business
- 3.2 Manages and leads a team of professional and support staff, having responsibility for their;
- Supervision, allocation of workload and tasks.

- Monitoring of achievement of tasks to a good standard
 - Performance management, appraisal and discipline in accord with the agency's policy
 - Training and development
- 3.3 Ensures that the agency's policies and procedures are communicated, understood and implemented effectively by staff
- Problems are identified and dealt with, bringing those that cannot be remedied locally to the attention of the Directors
 - Support, advice and guidance is provided for team members,

4. Finance & Resource Management

- 4.1 In conjunction with the Directors, agree, establish and review individual and business financial targets, contributing to AFS' business plan.
- 4.2 Accountable for the achievement of individual and business financial targets
- 4.3 Following established procedure approves expenditure to given level, ensuring that such expenditure is evidenced, accurate and can be justified

5. Relationships

- 5.1 Establishes and maintains links with key local authority personnel and other external agencies, continuation of existing contracts and responsiveness to changing customer needs
- 5.2 Develops and maintains effective internal communications and working relationships with colleagues at all levels, retained consultants and managers, ascertaining their support in achieving targets for own area and offering support to ensure target achievement of other areas of AFS.

6. Other

- 6.1 Attends meetings and conferences as required
- 6.2 Ensures health and safety compliance throughout Acorn Fostering Services advising relevant colleagues of issues and making recommendations
- 6.3 Undertakes project work line and such other duties as may be reasonably be determined and requested by the Directors.
- 6.4 Works in accord with all the policies and procedures of the AFS, observing at all times the strict rules of confidentiality appropriate to the role.

PERSONAL SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> • DipSW, CQSW, CSS or equivalent Social Work Qualification. • Social Work England Registration; 	<p>A Management qualification or willingness to work towards such a qualification.</p>
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Substantial experience of working in fostering/LA in children Services • Proven experience of supporting or leading a fostering agency/LA to Ofsted inspection • Substantial proven experience of working at a senior level and successfully and supervising staff in a fostering / childcare setting. • Experience of working collaboratively with external agencies • Experience of recruitment, assessment and training of foster carers • Experience of direct work with children and families 	<ul style="list-style-type: none"> • Experience of managing fostering services. • Experience of managing and monitoring a budget and allocating expenditure based on sound financial awareness.
SKILLS / ABILIT	<ul style="list-style-type: none"> • An excellent understanding of fostering and care planning legislation, statutory guidance, the OFSTED inspection framework and good practice in the fostering sector. • Leadership experience and the ability to ensure adequate management and supervision of practice is provided at all times. • The ability to oversee all aspects of service delivery in relation to recruitment, assessment, training, support and supervision of foster carers. • The ability to support staff and foster carers to provide a high quality service that achieves positive experiences and outcomes for looked after children. • Enthusiasm and the ability to motivate others. • effective team management. 	<ul style="list-style-type: none"> • Experience of group work. • Skills in monitoring, evaluating and improving service delivery.

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE	<p>Sound working knowledge of</p> <ul style="list-style-type: none"> • Children Act 1989, • The Fostering Services Regulations 2011, • National Minimum Standards for Fostering 2011. • The Children Act 1989 Guidance and Regulations Volume 4: Fostering Services • Approval of foster carers: Amendments to the Children Act 1989 Guidance and Regulations Volume 4: Fostering Services • The Children's Act 2004 and particularly Every Child Matter Outcomes Indicators • The Care Planning, Placement and Case Review (England) Regulations 2010 • The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013 • The Independent Review of Determinations (Adoption and Fostering) Regulations 2009 • Safeguarding & Protection children procedures • Knowledge of child development theories including attachment and separation. 	
PERSONAL STYLE AND BEHAVIOUR	<ul style="list-style-type: none"> • Readiness to work corporately • Prepared to work flexibly • Commitment to quality service to children and families. 	
SPECIAL CIRCUMSTANCES	<ul style="list-style-type: none"> • A commitment and knowledge of equal opportunity and anti-discriminatory practice. • Ability to represent AFS in a responsible and effective manner. • Able to work outside normal office hours as required including weekends • Current driving licence and use of car. • A positive and flexible attitude to changes and development. • Good health record that demonstrates an ability to cope with the demands of the work. 	