

Job Description

JOB TITLE: Independent Form F Assessor – Social Worker
PERSON REPORTS TO: Fostering Team Manager and / or Senior Management Group

PURPOSE OF THE JOB

To undertake comprehensive Form F assessments of prospective foster carers in accordance with fostering legislation and guidance, and Family First Fostering's policies and procedures, ensuring that high-quality, evidence-based reports are presented to the fostering panel within required timeframes.

JOB CONTEXT

Family First Fostering is committed to delivering services that are user-focused and sensitive to the individual needs of children, local authorities, and the broader community. All employees are expected to reflect this ethos through a commitment to service excellence, quality, equality, and partnership.

MAIN DUTIES

- Undertake and complete assessment reports for prospective foster carers (Form F assessments) using the BAAF Form F assessment model.
- Complete high-quality, analytical, and evidence-based assessment reports which are 'panel-ready' within the timescales agreed set at the time of allocation.
- Conduct home visits, interviews, and statutory checks in line with regulatory and policy requirements and good practice guidance.
- Ensure all required documentation are obtained, verified, and accurately recorded and uploaded onto the relevant system (CHARMS).
- Liaise with the identified supervisor / manager, to provide regular updates regarding the progress of the assessment.
- Share information with administrative team in a timely manner, to ensure the necessary statutory checks can be undertaken (where required)
- Attend fostering panel to present assessments, when required.
- Participate in supervision with the identified supervisor / manager.
- Maintain awareness of current legislation, fostering standards, and best practices.
- Ensure all safeguarding issues, and / or any concerns are reported immediately to identified supervisor / manager.
- Promote equality, diversity, and inclusion throughout the assessment process.
- Represent the agency professionally at all times.
- Support the recruitment of foster carers as needed, including participation in events or information sessions.
- Attend training and development opportunities to maintain professional standards.



- Collaborate effectively with other professionals and departments to ensure smooth transition of prospective foster carers, from assessment to approval.
- Ensure confidentiality and data protection protocols are maintained at all times.

Person specification

Job Designation: Independent Form F Assessor – Social Worker
Reports to: Fostering Team Manager and / or Senior Management Group

ESSENTIAL METHOD OF
 DESIRABLE ASSESSMENT

EDUCATION/ QUALIFICATION		
Social Work qualification (DipSW, CQSW, BA/MA in Social Work)	E	Application Form
Registered with Social Work England	E	Application Form
Evidence of continued professional development	E	Application Form
EXPERIENCE & KNOWLEDGE		
Minimum 2 years post-qualifying social work experience.	D	Application Form & Interview
Experience working in fostering or children's services	E	Application Form & Interview
Previous experience in completing Form F Assessments, and / or other comprehensive assessment reports	E	Application Form & Interview
Understanding of fostering regulations, National Minimum Standards, and the Children Act 1989	E	Application Form & Interview
Experience presenting to fostering panels , or similar	E	Application Form & Interview
SKILLS & ABILITIES		

Strong assessment and report writing skills	E	Application Interview	Form	&
Excellent communication and interpersonal skills	E	Application Interview	Form	&
Ability to analyse complex information, and form clear, evidence-based conclusions.	E	Application interview	Form	&
Good time management skills, and the ability to work independently.	E	Application interview	Form	&
Confidence in managing sensitive discussions with fostering applicants	E	Application interview	Form	&
Competent IT skills and use of online recording systems (e.g. CHARMS)	E	Application interview	Form	&
Ability to organise and prioritise own work and balance varying priorities	E	Interview		
Ability to work according to the company's Policies and Procedures	E	Application Interview	Form	&
Ability to work independently and demonstrating initiative whilst working in line with Family First Fostering's Policies and Procedures.	E	Interview		
PERSONALITY				
Well presented	E	Interview		
Enthusiastic	E	Interview		
Highly motivated	E	Interview		
Empathetic	E	Interview		
OTHER REQUIREMENTS				
Willingness to travel for home visits and to attend panel meetings.	E	Interview		
Satisfactory Enhanced Disclosure Barring System (DBS) Checks.	E	Application Interview	Form	&
Satisfactory references	E	Application Interview	Form	&
Right to work in the UK	E	Application Interview	Form	&