

Job Description

JOB TITLE: Team manager (Fostering)
PERSON REPORTS TO: Registered Manager and Senior Management Group

PURPOSE OF THE JOB

To supervise, support, and train a team of Supervising Social Workers, ensuring good practice throughout the organisation and high-quality support and care for all children placed with the agency. To work in partnership with professionals to provide foster homes that are safe, supportive, and enable children and young people to thrive. To contribute to the development and growth of the organisation.

JOB CONTEXT

Family First Fostering strives to provide services that are user-focused and sensitive to the individual needs of children, local authorities, and the wider community. All employees are expected to uphold this commitment within the ethos of service, quality, equality, and partnership.

MAIN DUTIES:

- Ensure high standards of social work practice across the organisation.
- Supervise various team members (e.g., Social Workers, Admin, Students).
- Participate in multi-agency work to support carers and children.
- Provide case direction and make decisions on specific cases.
- Safeguard all stakeholders, including staff, carers, and children.
- Promote placement stability and evidence positive outcomes for children.
- Participate in safer recruitment to ensure adequate staffing.
- Attend various internal and external meetings (e.g., commissioning, LAC reviews).
- Quality assure documentation, reports, and undertake regular audits to ensure the organisation remains compliant with the fostering legislative framework.
- Provide feedback to the Registered Manager on case progress.
- Problem-solve and adapt to changing environments.
- Ensure the organisation complies with statutory regulations, National Minimum Standards, and internal policies.
- Actively participate in training for foster carers pre- and post-approval.
- Review foster carer approvals as required.
- Contribute to service development in response to legislation and unmet needs.
- Support recruitment and assessment of prospective foster carers as needed.
- Provide training and case management support to staff.
- Develop effective working relationships with internal and external partners.
- Perform other duties reasonably requested by the management.

RESPONSIBILITIES:

- Provide leadership and professional support to Supervising Social Workers, aligned with current legislation and policy.
- Mentor and support NQSWs and students in assessments and care planning.
- Assist in recruitment, induction, supervision, and performance management.
- Ensure equal opportunity and health & safety practices are embedded.
- Engage in professional development and stay updated with relevant changes.
- Work flexibly, including evenings and weekends when required.
- Collaborate with regulatory bodies and other professionals as required, to achieve outcomes that are in the child's best interest.
- Maintain Social Work England registration.
- Provide training to carers and staff.
- Support the Registered Manager to maintain data and quality assurance systems.
- Quality assure Form F assessments, reviews, and other reports.
- Contribute to policy development.
- Promote and implement equality and inclusion policies.
- Participate in regular supervision and reflective practice.
- Participate in an annual appraisal.
- Stay informed about changes in legislation, policies, and practices, and incorporate them into professional practice.
- Chair reflective group supervisions for social workers, and foster carer support groups.
- Participate in the out-of-hours on-call rota and support carers in crisis.
- Maintain accurate case records and ensure timely information sharing.
- Monitor SSW practice via planners and monthly reviews.
- Ensure compliance with Fostering Services Regulations and National Minimum Standards.
- Keep accurate records of support and significant events.
- Conduct PDPs and appraisals with agreed goals and actions.
- Ensure safe working practices for yourself and others, in line with the agency's Health and Safety and Lone Working policies.
- Actively support and implement the principles and practices of equality of opportunity, in accordance with the agency's Equal Opportunities Policy.
- Attend team meetings and contribute to the continuous improvement of the organisation.
- Undertake other duties as may reasonably be assigned, commensurate with the level of responsibility.

This job description forms part of your main Terms and Conditions of Employment. This job description reflects the main responsibilities of the role. Duties may evolve in response to organisational needs and will be reviewed in consultation with the post holder.

Person specification

Job Designation: Team Manager
Reports to: Registered Manager and Senior Management Group

ESSENTIAL METHOD OF
 DESIRABLE ASSESSMENT
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EDUCATION/ QUALIFICATION		
Recognised social work qualification e.g. Degree in Social Work (BA), Social Work MA...	E	Application Form
Registered with Social work England	E	Application Form
Evidence of a commitment to continued professional development	E	Application Form and Certificates
EXPERIENCE & KNOWLEDGE		
Knowledge and understanding of relevant legislation including Children's Act, fostering regulations and standards and the philosophies underpinning these acts	E	Application Form & Interview
Knowledge and understanding of the needs of children in care.	E	Application Form & Interview
A minimum of 3 years' experience of assessing/training/supporting foster carers and staff, together with knowledge of related fostering legislation and national minimum standards	E	Application Form & Interview
An understanding of child protection and complaints procedures as they relate to foster carers and a working knowledge of Local Authority and Independent Fostering Agency procedures	E	Application Form & Interview
Experience of staff supervision demonstrated through previous student or NQSW supervision, mentoring and coaching.	E	Application Form & Interview

Experience in quality assuring Form F assessments, and household annual reviews among other written work and reports.	E	Interview
Experience and knowledge of fostering panel, and presentation of cases to panel.	E	Interview
Knowledge of the Social Care Common Framework (SCCIF): Independent Fostering Agencies and experience of Ofsted Inspections and Auditing.	D	Interview
SKILLS & ABILITIES		
Effective negotiating and interpersonal skills including the ability to manage conflict.	E	Application Form & Interview
Experience in using CHARMS, or a similar database / record keeping system	E	Application Form & Interview
Flexibility and personal commitment to high professional standards	E	Application Form & interview
Ability to provide support and advice to a pool of Supervising Social Workers/Foster Carers and other professionals.	E	Application Form & interview
Excellent Verbal & Oral communication skills	E	Application Form & interview
Management experience in improving a service or organisation	E	Application Form & interview
Good standard of recording and report writing skills	E	
Ability to organise and prioritise own work and balance varying priorities	E	Interview
Ability to support and develop adults in their role as foster carers to ensure high standards of care for children placed.	E	Application Form & interview

Ability to work closely with children and young people, listening to their views and keeping them informed	E	Application Form & Interview
Excellent organisational ability.	E	Application Form & Interview
Ability to work according to the companies Policies and Procedures	E	Application Form & Interview
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
Supportive	E	Interview
OTHER REQUIREMENTS		
To have a flexible approach to working hours, to ensure the needs of the agency and its stakeholders are properly met.	E	Interview
Able to be part of the agency's Out of Hours / on call system	E	Interview
Possess a full current driving license and have access to a vehicle	E	Interview
Able to demonstrate a commitment to equal opportunities principles and practice.	E	Application Form & Interview
Satisfactory Enhanced Disclosure Barring System Checks (DBS)	E	Application Form & Interview
Satisfactory References	E	Application Form & Interview
Right to work in the UK	E	Application Form & Interview