

## Job Description

# Senior Supervising Social Worker

### Homeworking

TACT is a homebased workforce. We recognise the benefits that flexible home working creates for both the employer and the employee, but we also encourage staff to meet face to face for regular supervision and the social and wellbeing benefits of team working. Where roles involve meeting with carers and children and other agencies, the expectation is that employees will live within a reasonable travelling distance to carry out those duties. As a remote working organisation, we are committed to work with our staff to enable consistent inclusion and engagement across the organisation to ensure the optimum standards of service for our carers and children.

### Overall Purpose

To supervise and support a diverse range of foster carers and children, so children are safe, well cared for and achieve positive outcomes consistent with TACT's strategic objectives and purpose. The balance of these tasks will vary in line with each service's needs. To facilitate regular support groups and learning opportunities. As a Senior Supervising Social Worker, you will be expected to take additional responsibilities for developing the service and supporting colleagues and support colleagues with more complex cases.

### Core tasks

1. To provide regular support via telephone and supervisory visits to foster carers, as outlined in TACT's policy and procedures, including annual unannounced visits which are all recorded.
2. To ensure that children are visited regularly, are listened to and given the opportunity to be included in TACT activities.
3. To ensure each child's outcomes are monitored so they can achieve their potential. To ensure children have the information so they know how to complain.
4. To be an effective advocate for children. To ensure that young people are given the opportunity to become TACT Connect members.
5. To identify professional development needs of foster families and deliver training and facilitate support groups as required.

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6. To prepare for and provide reports for annual foster carer reviews and present these to the fostering panel in line with TACT's policies and procedures.
7. To monitor and review the suitability and competence of foster carers ensuring they provide a safe, healthy, nurturing and learning environment for children/young people.
8. To ensure that carers fully understand the fostering task, competencies to be achieved and the standards expected, including record keeping and complaints and representation procedure. To ensure that foster carers have an up-to-date PDP (and in England that they complete their TSD's portfolio within 12 months of approval).
9. To ensure that each carer accepts, understands and operates within their foster carer agreement and all policy and guidance agreed by TACT.
10. To ensure the necessary Health and Safety and risk assessments are completed for foster carers and children.
11. To participate in negotiation between TACT and Local Authorities to ensure that each child or young person placed is carefully matched with a carer capable of meeting their needs.
12. To endeavour to obtain all pertinent information and documentation from the Local Authorities or other relevant parties as soon as possible.
13. To facilitate, where practicable, introductory visits to foster carers and provide welcome information on TACT and carers to children and young people.
14. To monitor that children/young people and their families are being provided with care that respond to their assessed needs and provide a family life that is inclusive, values diversity, promote equality and challenge discrimination.
15. To be aware of and follow TACT's child protection procedures and immediately report any child protection matter concerns to a TACT manager, the relevant placing authority and the area authority where the child is placed as procedures require. To complete under supervision and with support allegations, complaints and standards of care reports, ensuring approval is reviewed following the conclusion of an investigation. To ensure chronologies are updated following any incidents of concerns.
16. To ensure that children/young people's and foster carers own children's opinions and those of significant others, including where appropriate the child's birth family are sought over all issues which are likely to affect their daily life and their future and are aware of how to raise any concerns or complaints.

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17. To support foster carers in preparing children and young people for permanency, independent or semi-independent living.
18. To undertake direct work and assessment of child/young person and foster carers according to identified needs.
19. To work in partnership as part of a professional team to help identify any needs within the foster family and with all members of the child's network, including contribution to all relevant meetings and any other tasks defined.
20. To ensure foster carers utilise short breaks appropriately providing these are in the child's/young person's best interest.
21. To take responsibility together with line manager for their own professional development – supervision, appraisal, CPD and training.
22. To contribute to team meetings on a regular basis and be part of agency planning re. development of agency's service.
23. To participate in the out of hours system.
24. To comply with equal opportunities policy and procedure in all employment practices.
25. To keep up to date with TACT's Policies and Procedures.
26. To work in line with Social Work England/Scottish Social Services Council/Social Care Wales Code of Practice.
27. To ensure that all recording is as up to date using CHARMS.
28. To support students alongside a Practice Educator and undertake to be a source of advice and support to other less senior practitioners.
29. To deliver training to team colleagues as required.
30. To take the lead on a specific area of practice or service operation as required.
31. To undertake any other duties, that may reasonably be requested, identified by Area Manager or Deputy Area Manager, or other Senior TACT Manager.

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PERSON SPECIFICATION	E (Essential) D (Desirable)
<b>Education/Qualification</b> <ul style="list-style-type: none"> <li>Degree in Social Work or equivalent.</li> </ul>	E
<b>Experience</b> <ul style="list-style-type: none"> <li>At least 2 years post qualifying experience which should be in a regulated fostering service.</li> <li>A proven track record in working with and on behalf of children, respecting and maintaining their individuality and promoting their positive development.</li> <li>Use of Case Management Software i.e., CHARMS.</li> <li>Assessment of Foster Carers, using BAAF Competency Based Form F, where required.</li> <li>Experience of group work and/or delivery of training.</li> <li>Experience of supervising students (PEP1 or PEP2 where required/necessary).</li> </ul>	E E D E D D
<b>Knowledge</b> <ul style="list-style-type: none"> <li>A good working knowledge of relevant legislation, regulation and statutory guidance relevant to the country of practice guidance.</li> <li>Understanding of the role of children's social workers; knowledge of the role of other agencies in particular, health and education; knowledge of the growth and development of children.</li> <li>Working knowledge of child protection procedures.</li> <li>Knowledge of certain IT platforms, including Word, Outlook, Excel &amp; Teams.</li> </ul>	E E E E

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PERSON SPECIFICATION	E (Essential) D (Desirable)
<b>Ability and Skills</b> <ul style="list-style-type: none"> <li>Ability to work with a degree of autonomy, in a flexible and creative manner, within the agency's policies and procedures.</li> <li>Ability to work in partnership with placing authorities, foster carers and colleagues.</li> <li>Ability to assess and support families and match their skills with children needing placements.</li> <li>Excellent time management skills.</li> <li>Ability to write clear reports and maintain clear case records.</li> <li>Ability to represent TACT in a responsible and effective manner.</li> <li>Ability to prioritise time demands and manage workloads.</li> <li>Ability to use Microsoft Office packages.</li> <li>Ability to prepare and deliver training to others.</li> <li>Ability to work remotely and engage with various stakeholders virtually where appropriate.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>A positive and flexible attitude to changes and development.</li> <li>A commitment to and knowledge and understanding of Equal Opportunities and Anti-Discriminatory Practice.</li> <li>Ability to work as a team member.</li> <li>Ability to make effective use of supervision.</li> <li>Ability to communicate clearly both verbally and in writing.</li> <li>Ability to exercise a degree of leadership.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Other</b> <ul style="list-style-type: none"> <li>Participation in out of hours service.</li> <li>Prepared to be flexible regarding working hours including evening and weekend working.</li> <li>Ability to travel extensively within the TACT area.</li> <li>Use of a car that is also suitable for transporting children.</li> <li>Membership of Social Work England/Scottish Social Services Council/Social Care Wales Registration as applicable.</li> <li>Fluency in Welsh – for posts being recruited to TACT Cymru Area.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>

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