

Supervising Social Worker Job Description

This document outlines the role of the Supervising Social Worker, whether commissioned or employed, and reflects the discussions held during the recruitment and appointment process. It will be implemented subject to the satisfactory completion of all appropriate checks.

The post holder is expected to ensure that their DBS and Social Work registration remain current. If either lapses, they may be stood down pending reinstatement.

To provide a high-quality service across all aspects of the assessment and care management process, meeting the needs of children and young people within the fostering service, and to support, supervise and monitor foster carers in line with regulatory and organisational requirements.

Service Provision

- To carry out all functions of the post in accordance with current legislation and First Affinity policies, standards and procedures.
- To take responsibility for all functions of the post within the boundaries of delegated authority.
- To engage and empower children and young people, their carers, and wider support networks, actively seeking feedback to inform and deliver person-centred interventions.
- To contribute to or coordinate the development of outcome-focused care plans informed by best practice, guidance, and an understanding of the organisational context.
- To support agency training and consultation.
- To support the collation and analysis of service data and contribute to the completion of Annual Returns and Quality of Care Reports.
- To support the monthly auditing and reporting of activity to the Team Manager and Responsible Individual.
- To support the training and planning of the First Affinity Fostering Panel.
- To work in partnership with other professionals, including health, education, police and community services, to provide appropriate and effective services for service users and carers.
- To provide written and verbal reports as required and to assist in assessing and monitoring the implementation of plans and outcomes for service users.
- To assist the Team Manager in the development of best practice and promote a shared understanding of child protection and fostering regulations within the team.
- To support the professional development of other social workers and contribute to a team culture of professional growth, learning and development. This may include supporting future social work students undertaking practice learning opportunities within the team.
- To promote the involvement of children, young people and carers in both care planning and service development.
- To chair meetings as directed by the Team Manager.
- To support completion of the 4 C's 360-degree consultation exercise, as appropriate, on an annual basis.
- To contribute to service-learning events following placement disruptions, breakdowns and identified areas of learning, and to cascade learning to the team.
- For those holding a Practice Educator qualification, to support social work students.
- Out-of-Hours (OOH) On-Call Participation: there is an opportunity for post holders to opt into a limited and clearly defined out-of-hours on-call function, providing support and advice to foster

carers. An additional payment will be awarded in relation to this. Eligibility to undertake OOH duties requires:

- A minimum of six months' experience in post.
- Demonstrated knowledge of the foster carers they support.
- A sound understanding of Emergency Duty Team (EDT) responsibilities.
- Awareness of placement arrangements, including commissioning processes.
- These requirements are in place to ensure continuity, consistency and high-quality advice and support for foster carers.

Job Description

- To oversee and take responsibility for the support, training and monitoring of foster carers in line with regulatory requirements.
- To supervise an agreed caseload of foster carers, with a maximum of 15.
- To manage a range of assessments and associated administrative tasks in an efficient and effective manner, including risk assessments and Form F assessments.
- To respond appropriately to referrals and work effectively with commissioners and local authority staff to match and place children with foster carers.
- To carry out assessments as appropriate, including one Form F assessment per year, within agreed timescales, and present this to the Independent Panel.
- Through supervision of foster carers, to support children in achieving positive outcomes.
- To complete foster carers' annual reviews and present these to panel.
- To support annual consultation with carers, looked after children, and birth children within the home.
- To communicate promptly any notifiable incidents or safeguarding concerns to the Team Manager or Responsible Individual.
- To provide regular supervision to foster carers, offering guidance, support and appropriate challenge, and to record supervision on the recording system in line with policy guidelines, in order to promote safe, consistent and effective practice.
- To take an active part in the social work duty system. This requires being office-based.
- To attend strategy meetings, Position of Trust Meetings (POTs), Local Authority Designated Officer meetings (LADOs), care and placement planning meetings, and LAC reviews as required, and to prepare and present any necessary reports, including court-ordered paperwork where applicable.
- To manage a complex caseload of foster carers and associated administrative tasks in an efficient and effective manner.

Administration

- To understand and follow First Affinity administrative procedures and processes.
- To provide reports and maintain accurate case records using the appropriate recording systems in place.
- To attend team meetings and undertake any necessary and appropriate team duties and activities.
- To contribute to agency projects as directed.
- To participate in and contribute to team development initiatives.
- To support the professional development of newly qualified social workers and social work students, as appropriate.
- To be an effective role model for other members of the team.
- To be committed to personal development and access any relevant training, including mandatory training identified for this post.

Qualifications and Experience

Registration with Social Care Wales as a qualified social worker.

Completion of the CPEL (or the England equivalent, ASYE) qualification within the required timescales.

Effective communication skills, Full UK Driving Licence and an up-to-date DBS check.

Supervisory Responsibilities

To support the professional development of newly qualified social workers and social work students, as appropriate.

Supervision Received

To receive supervision from a Team Manager in line with the Supervision Policy.

Special Conditions

Enhanced Disclosure and Barring Service (DBS) check.

Previous work with children will be verified.

This post will involve substantial contact with children. The agency therefore requires that, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children Act 1989 and/or the Police Act 1997, applicants disclose any criminal convictions, bind-over orders or cautions, including those that would normally be regarded as spent.

Contract

Three months' notice is required.

Salary Structure

JNC rates, based on a full-time 37-hour week, range from £37,280 to £46,142.

- 26. £37,280 - Scale S02**
- 27. £38,220 - Scale P01**
- 28. £39,152**
- 29. £39,862**
- 30. £40,777**
- 31. £41,771 - Scale P02**
- 32. £42,839**
- 33. £44,075 - Scale P03**
- 34. £45,091**
- 35. £46,142**

JNC travel rates apply, with mileage calculated from the Gresford office to the visit location, or from home to the same location, whichever is fewer miles.

Holiday entitlement is 30 days per year, plus one additional day for your birthday.