**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Foster Carer Independent Reviewing Officer |
| Salary: | £55,783 - £59,010 per annum |
| Grade: | 15 |
| Hours: | 37 |
| Team: | Quality Assurance Team |
| Service Area: | Children’s Services |
| Primary Location: | County Hall, Oxford |
| Budget responsibility: | N/A |
| Responsible to: | Service Manager-Quality Assurance (Safeguarding and Children We Care For) |
| Responsible for: | N/A |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.     * To convene and chair all annual reviews for Foster Carers employed by Oxfordshire County Council. This will include ‘mainstream’ Foster Carers and Kinship Carers. * To produce high-quality plans that are SMART and based on detailed and informed assessments. Ensuring they are effective and provide a real and genuine response to each issue. * To ensure that all Foster Carers are adhering to the National Minimum Standards, including highlighting positive aspects of care being provided. * Where concerns become apparent addressing these in a timely manner using appropriate processes to ensure the impact on the children is minimal. * To ensure ‘best practice’, rigour and outstanding care and safety planning is provided for Oxfordshire children. * To assure the quality of practice within the department. To monitor the performance of the Local Authority’s function as a ‘corporate parent’ and identify and challenge areas of poor practice and recognise and promote best practice. * To monitor, facilitate and promote strong inter-agency working, communication and multiagency care and safety Planning; * To manage administrative and IT information processes as required; * To carry out a range of quality assurance activities, including auditing      * To provide a consultancy and advice service to all staff, especially within the Fostering Team and other agencies; * To contribute and drive the development of policy and best practice to service planning and to service planning and development;      * To contribute to, and facilitate and deliver specialist departmental and inter-agency training programmes and tools; * To drive and facilitate the department in developing strong, safe, effective and transparent relationships with other agencies and wider community networks; * To ensure that services are planned and delivered in a way that maximises participation and   reflects children’s rights in relation to the services being provided;     * To promote the voice of children and young people and demonstrate children’s rights |

## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.  **To act as the Independent Reviewing Officer for Foster Carers, on behalf of the Directorate, ensuring that;**     * That legal/statutory and procedural requirements are adhered to;      * The voices of all children within the household are promoted within the annual foster carer review process * High-quality plans that are SMART and based on detailed and informed assessments are produced and that they are effective and provide a real and genuine response to each issue. * That the degree of risk and the relevant needs of the child and the foster family are identified and addressed.      * That reviews are managed effectively and efficiently allowing all participants to contribute and be heard.      * Timely completion of written reports and plans for each review, which are accessible both to families and partner agencies.   **To assure the quality of professional practice within the Department with a particular reference to the National Minimum Standards and Care Planning Regulations and guidance and local guidance and procedures by:**     * Ensuring that Case Planning Processes (eg Integrated Children’s System, Assessment and Planning, procedures and documentation) are complied with;      * Routine collection of and feedback to local teams and Service Managers of performance information, identifying areas for improvement and processes for addressing these;      * Production of reports to managers and/or Safeguarding Children board on practice standards including recommendations and strategies for practice development;      * Challenging poor practice on both and individual and departmental basis and recognising and promoting good practice. |

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| **To manage administrative and management information processes and personnel as required:**     * Ensure appropriate practical arrangements are made for reviews, and that Foster Carers, their children, children we care for and partner agencies are fully informed, consulted and advised as to the processes involved in advance; * Updating relevant data bases as required; * Completion of required management information procedures, including Quality Assurance documentation; * A concise, high quality written record of the review is completed in line with the guidance and circulated to Foster Carers, the fostering teams and the Agency Decision Maker within prescribed timescales.     **In addition to the above to carry out quality assurance activities as requested including:**     * Periodic inspections of specified areas of work; |
| * Audits of specified activities;      * Audits of inter-agency working;      * Peer supervision and review of practice.     **To provide a consultancy and advice service to staff of the directorate and other statutory and voluntary agencies by:**     * Maintaining an up to date knowledge of current policies, procedures and local and national developments and research;      * Being mindful of possible conflicts arising from the role of Independent Reviewing Officer with other professionals’ accountability to their Line Manager, organisation and service users.     **This job description is not exhaustive. The postholder will be expected to adopt an adaptable attitude to the duties which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.** |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values.](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values)

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| **Essential Criteria** | **Assessed By:** |
| Social work qualification (CQSW, DipSW, CSS, BA in Social Work or equivalent) and registration with Social Work England  Minimum of 5 GCSE’s including English Language and Mathematics at grade C or above (or equivalent qualification / experience)  Evidence of Continuing Professional Development | Application  Documentation |
| Have a minimum of 5 years post qualification experience of working as a social  worker in Children’s statutory services  Experience of effectively chairing complex meetings within children’s social care.  Experience of social work at a management level  Knowledge and experience of working within a fostering service or working with care experienced young people.  Knowledge and understanding of Foster Panel and all associated processes.  Knowledge and understanding of the implementation of National Minimum Standards: Fostering Services, the Fostering Services Regulations and Ofsted’s inspection framework.  Knowledge of childcare legislation, particularly pertaining to care planning, and safeguarding children  Knowledge and understanding of Private Fostering, including standards and legislation  An ability to support practice improvement and service development.  Commitment to training and personal development | Application  Interview |
| Experience of meaningful engagement with children, young people and families  Excellent report writing skills, including an ability to appropriately analyse information  Excellent communication, time management and organisational skills to respond flexibly to the demands of the post and to prioritise and meet deadlines.  Competent in the use of electronic systems, databases and IT.  Ability to travel to Foster Carers homes across the county.  Ability to appropriately plan and manage own dairy to ensure timescales are consistently achieved. | Application  Interview |
| Experience of team management, performance management, training and supervision of staff  A developed understanding of safeguarding, and the legislative safeguarding framework  An ability to implement the principles of confidentiality, especially when in buildings that are not managed by OCC | Application  Interview |