

# Job Description

## Section A: Job Profile

*The job profile outlines 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

|                            |                                                                                                                                                                                            |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title:                 | Senior Practitioner – Fostering Recruitment                                                                                                                                                |
| Salary:                    | £46,142 - £49,282                                                                                                                                                                          |
| Grade:                     | 12                                                                                                                                                                                         |
| Hours:                     | <i>37 per week. We would expect there to be some degree of flexibility outside of normal office hours.</i>                                                                                 |
| Contract type:             | Permanent                                                                                                                                                                                  |
| Team:                      | Fostering Recruitment (Countywide)                                                                                                                                                         |
| Service Area:              | Fostering                                                                                                                                                                                  |
| Primary Location:          | The primary office location is based in Ron Groves House, Kidlington. The role is subject to agile working and will involve some home working as well as face to face visits and meetings. |
| Budget responsibility:     | N/A                                                                                                                                                                                        |
| Responsible to:            | Fostering Recruitment Team Manager                                                                                                                                                         |
| Responsible for:           | N/A                                                                                                                                                                                        |
| Political Restricted Post: | N/A                                                                                                                                                                                        |

### Job Purpose

It is expected that a Senior Practitioner in the Fostering Recruitment Team will:

- a. Fulfil the basic requirements of the Fostering Team job description, for the majority of the time the work will require more experience.
- b. Fulfil the general requirements of the Fostering Senior Practitioner job description.

- c. The job may involve a development role. As a Senior Practitioner, you will be expected to deal with the more complex cases. A Senior Practitioner will be expected to demonstrate a capacity to carry a heavier workload than basic grade Supervising Social Workers.

## **Job Responsibilities**

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake:

- To undertake home studies on appropriate applications and present to a Fostering Panel and/or court as a Special Guardianship application.
- Advise and assist in preparation of children for placement either individually, or in groups.
- To be a member of an Adoption and/or Fostering Panel as required.
- To be involved in the development of new initiatives in accordance with the requirements of Departmental policy.
- To provide advice and consultancy on Family Placement issues to colleagues within the Department and other agencies as requested.
- To attend planning meetings, case conferences, panel, court, reviews, team meetings, Psychology Service meeting and inter-agency meetings as necessary or appropriate.
- This post holder is responsible for ensuring that all County Child Protection Policies are adhered to and concerns are raised in accordance with these policies.
- To organise work according to Departmental priorities and to be responsible for managing own workload within legal and procedural requirements.
- To maintain written records, prepare reports and complete administrative tasks as required by the Department and agencies.
- To advise the Line Manager or Senior Staff member of any matter of concern relating to the safety or protection of children.
- In consultation with Line Manager, to identify learning needs and participate in training events and other learning opportunities.
- To maintain management information systems as required.
- To provide information for users/potential users regarding the nature and availability of resources.
- To take responsibility for personal contribution to the appraisal, supervision and development processes and procedures.

- To participate in Team meetings, sharing responsibility and accountability for the quality of the service provided.
- Ensure adherence to statutory and departmental policies and procedures in relation to professional and administrative matters within levels of authority, e.g. complaints, health and safety, clients, specific policies/procedures.
- To ensure that services are planned and delivered in a way that maximises participation and reflects Children's rights in relation to services being provided; acts on views of children and young people and demonstrate Children's Rights are reflected in the way that you work with children and young people'.
- To assist the Line Manager in the development and maintenance of relevant systems to manage the Team's work, as required.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety and that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager, as soon as practicable

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours.

The job description therefore is not intended to be exhaustive. The postholder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.

## Section B: Selection Criteria/Person Specification

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.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and

evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

| <b>Essential Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Assessed By:</b>          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <p><b>Educational achievement, qualifications, training and knowledge:</b></p> <ul style="list-style-type: none"> <li>• Qualified Social Worker (B.A. Hons Degree, DipSW or CQSW) or equivalent</li> <li>• Social Work England Registration</li> <li>• Knowledge of Fostering Legislation and standards</li> <li>• Understanding of Children's Rights Issues</li> <li>• Knowledge and understanding of children and young people in the care system</li> <li>• Knowledge and training to include legislation, statutory procedure and duties, including child protection, adoption and leaving care</li> <li>• Understanding of range of assessments, including BAAF Form F's, core assessments and risk assessments</li> <li>• Effective practice</li> </ul>                                          | <p>Application/Interview</p> |
| <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Proven social work experience with children and families and/or with foster carers and adopters in Local Authority or Independent setting.</li> <li>• Committed to working in partnership with children and young people, foster carers and adoptive families</li> <li>• Experience of statutory working, post qualification, with children or adolescents</li> <li>• Team working</li> <li>• Experience of inter-agency partnership working</li> <li>• Experience of court work, permanency planning, Panel work</li> <li>• Experience of making wide range of assessments, plans, including assessments of prospective foster carers and/or adopters</li> <li>• Consultation/advice to students/less experienced staff</li> </ul> | <p>Application/Interview</p> |
| <p><b>Job related aptitude and skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively with adults and children</li> <li>• Ability to write a range of reports to a high standard and keep up to date records</li> <li>• Ability to work independently to give and be given delegated tasks</li> <li>• Ability to keep up to date on latest research matter related to the post</li> <li>• Skills in working with children, young people and their families, including group</li> <li>• Ability to address issues of anti-discriminatory practice within supervisory role</li> <li>• Commitment to high standards of professionalism</li> <li>• Ability to deputise for Team manager, as required, giving advice and support,</li> </ul>                           | <p>Application/Interview</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <ul style="list-style-type: none"> <li>• while managing own caseload and dealing with emergencies</li> <li>• Belief in child focused work</li> <li>• Ability to work with a diverse client group and support colleagues</li> <li>• Ability to develop community networks and access and service these on behalf of clients</li> <li>• Ability to attend work regularly and on time</li> <li>• High level of IT skills</li> </ul>                                                                                                                                                                                                                                                             |                       |
| <b>Personal qualities:</b> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Can work as part of a team</li> <li>• Can work in a busy, sometimes stressful environment, supported by our priority and workload system</li> <li>• Ability to carry a heavier and more complex caseload</li> <li>• Committed to ensuring that a child's welfare is paramount and to taking necessary to protect children</li> <li>• Flexibility and ability to use their initiative, whilst accepting the need to work within policies and procedures</li> <li>• Represent department in positive way</li> <li>• Open, creative, willing to explore new ways of working</li> </ul> | Application/Interview |
| <b>Special Requirements:</b> <ul style="list-style-type: none"> <li>• The ability to visit clients and attend meetings across the county and at short notice. Many of the locations do not have access to public transport; therefore, you will need to have access to a car in order to meet business needs.</li> <li>• Occasionally, the post holder will have to travel out of the county, and this may involve overnight stays</li> <li>• Ability to work evenings and some weekends, where appropriate</li> <li>• Satisfactory enhanced DBS disclosure</li> <li>• Flexibility regarding office base</li> </ul>                                                                          | Application/Interview |
| <b>Equal Opportunities:</b> <ul style="list-style-type: none"> <li>• Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Application/Interview |
| <b>Desirable Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Assessed By:</b>   |
| <b>Educational achievements, Qualifications, Training and Knowledge:</b> <ul style="list-style-type: none"> <li>• Training in Restorative Justice, Children's Rights and Risk Management</li> <li>• Practice, Supervisory Skills, Permanency Planning</li> <li>• Has pursued additional training or personal study of relevant subjects</li> <li>• PQ1 holder/Child Care Award holder</li> </ul>                                                                                                                                                                                                                                                                                             | Application/Interview |

**Job related aptitude and skills:**

- Ability to participate in information sessions and training for prospective foster carers

 Application/Interview  
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## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

|                                     |                                                                                      |                                     |                                                                                             |
|-------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | Enhanced Disclosure and Barring Service check with Children's and Adults Barred List | <input type="checkbox"/>            | Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check |
| <input checked="" type="checkbox"/> | Enhanced Disclosure and Barring Service check with Children's Barred List            | <input type="checkbox"/>            | Enhanced Disclosure and Barring Service check with Adults Barred List                       |
| <input type="checkbox"/>            | Standard Disclosure and Barring Service check                                        | <input type="checkbox"/>            | Basic Disclosure                                                                            |
| <input type="checkbox"/>            | Disqualification for Caring for Children (Education)                                 | <input type="checkbox"/>            | Overseas Criminal Record Checks                                                             |
| <input type="checkbox"/>            | Prohibition from Teaching                                                            | <input checked="" type="checkbox"/> | Professional Registration                                                                   |
| <input type="checkbox"/>            | Non police personnel vetting                                                         | <input type="checkbox"/>            | Disqualification from Caring                                                                |
| <input type="checkbox"/>            | Other (please specify):                                                              |                                     |                                                                                             |

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|                          |                                                                                                                              |                          |                                                                                                                                                            |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Provision of personal care on a regular basis                                                                                | <input type="checkbox"/> | Driving HGV or LGV for work                                                                                                                                |
| <input type="checkbox"/> | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |

|                                     |                                                                           |                                     |                                                                                                 |
|-------------------------------------|---------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | Working at height/ using ladders on a regular/ repetitive basis           | <input type="checkbox"/>            | Restricted postural change – prolonged sitting                                                  |
| <input checked="" type="checkbox"/> | Lone working on a regular basis                                           | <input checked="" type="checkbox"/> | Restricted postural change – prolonged standing                                                 |
| <input type="checkbox"/>            | Night work                                                                | <input type="checkbox"/>            | Regular/repetitive bending/ squatting/ kneeling/crouching                                       |
| <input type="checkbox"/>            | Rotating shift work                                                       | <input type="checkbox"/>            | Manual cleaning/ domestic duties                                                                |
| <input type="checkbox"/>            | Working on/ or near a road                                                | <input type="checkbox"/>            | Regular work outdoors                                                                           |
| <input checked="" type="checkbox"/> | Significant use of computers (display screen equipment)                   | <input checked="" type="checkbox"/> | Work with vulnerable children or vulnerable adults                                              |
| <input type="checkbox"/>            | Undertaking repetitive tasks                                              | <input checked="" type="checkbox"/> | Working with challenging behaviours                                                             |
| <input type="checkbox"/>            | Continual telephone use (call centres)                                    | <input type="checkbox"/>            | Regular work with skin irritants/ allergens                                                     |
| <input type="checkbox"/>            | Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/>            | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/>            | Work requiring respirators or masks                                       | <input type="checkbox"/>            | Work with vibrating tools/ machinery                                                            |
| <input type="checkbox"/>            | Work involving food handling                                              | <input type="checkbox"/>            | Work with waste, refuse                                                                         |
| <input type="checkbox"/>            | Potential exposure to blood or bodily fluids                              | <input checked="" type="checkbox"/> | Face-to-face contact with members of the public                                                 |
| <input type="checkbox"/>            | Other (please specify):                                                   |                                     |                                                                                                 |

### Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

April 2022