



JOB PROFILE

Job title:	Head of Fostering and IFA Responsible Individual
Pay Band:	AFC SP 56-59 - £60,879 to £64,023.
Directorate:	Achieving for Children
Operational area:	The postholder will equally split their time between the Kingston and Maidenhead branches of the IFA
Reports to:	Associate Director for Provider Services

VISION FOR ACHIEVING FOR CHILDREN

Achieving for Children is passionate about ensuring the best possible outcomes for children and young people and will deliver the services they need to live safe, happy, healthy and successful lives.

WHO WE ARE

Achieving for Children is a community interest company created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames to deliver their children's services. The company has delivered services since 2014. The Royal Borough of Windsor and Maidenhead joined the company in 2017. The Director of Children's Services is responsible for the delivery of early help, health, social care and education services in their local area, either Kingston and Richmond or Windsor and Maidenhead. Corporate support services, such as ICT, HR and finance, are delivered company-wide. These services are led by the Chief Operating Officer, who is also responsible for company governance and for ensuring it delivers its contractual obligations to its commissioning Councils.

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families in the most effective and efficient way. As a result, the key tasks in any job profile may be varied and the post-holder will be expected to take on such variations and duties consistent with the level of responsibility of the post.

CONTEXT

PURPOSE AND RESPONSIBILITIES

The Head of Fostering will become Achieving for Children's Responsible Individual , responsible for developing and leading the Independent Fostering Agency (IFA) and overseeing the two branch managers who act as Ofsted Registered Managers.

The postholder is the operational leader for fostering services across Kingston, Richmond and Windsor & Maidenhead. The post holder is responsible for ensuring we are fully compliant with legislative and regulatory requirements and leading and supporting colleagues to deliver the best possible service for children and young people and for current and prospective foster carers.

The post holder will have a major contribution to make to the development and growth of our IFA, aligning services and setting the strategic priorities for fostering across all three local authorities.

Job content is listed below:

- Pursue the best possible outcomes for children and young people who are in care through arrangements that provide value for money.
- Act as Ofsted Responsible Individual for the Independent Fostering Agency, ensuring our services are fully compliant with legislative and regulatory requirements, particularly The Fostering Services (England) Regulations 2011 and the National Minimum Standards for Fostering.
- Provide strategic and operational management of the fostering teams in Achieving for Children's Operational Areas 1 and 2, taking overall responsibility for ensuring that the IFA operates effectively and efficiently in line with Achieving for Children policy.
- Develop a fostering recruitment strategy and delivery plan to meet the needs of our local children, ensuring all children, where appropriate, are offered high quality foster placements within the local community. To ensure this links to the sufficiency strategy.
- To be responsible for the IFA making safe and robust decision making, prompt and appropriate responses to referrals, assessments, and allocation of work, in accordance with statutory requirements, local and national policies and procedures.
- To take strategic and operational leadership in recruiting, training, and supervising foster carers in line with regulations, local targets and good practice guidance to provide the best standards of care for looked after children and young people.
- To be responsible for ensuring that Fostering Panels, operate within statutory requirements and performs to the highest standards.

- To be responsible for the management, deployment and control of delegated budgets and financial resources, maintaining high standards of financial probity and ensuring services deliver excellent value for money.
- To strategically and operationally develop communication and support mechanisms that develop high quality working relationships with foster carers and local networks and representative groups, ensuring that foster carers views and feedback inform service development.
- Ensure the provision of clear written reports to reviews, network/planning meetings, and any other purpose as required. Ensuring good quality analysis, planning, and risk assessment is evident throughout the service.
- Ensure the team maintains accurate and full records of all interventions with service users and foster carers, in line with Achieving for Children policy and data protection requirements.
- Provide oversight and delivery of Private Fostering statutory duties.

Communication

- To strategically develop a service that is responsive to need by ensuring all stakeholders have a clear voice in service delivery and design
- Establish and maintain good communication across children's social care in Kingston, Richmond and Windsor & Maidenhead; our Commissioning team; and other teams across the organisation and external partners to facilitate the improvement and development of the service.
- To strategically lead on effective networking at local, regional and national levels to ensure that services are responsive to national developments and leading practice.
- To strategically and operationally lead the develop of the IFA, bringing together fostering teams across operational areas and developing an effective central function to support the branches

Performance

- To lead on the development and implementation of performance indicators and quality service standards for the IFA in line with National Minimum Standards
- To be responsible for the monitoring of service delivery against agreed targets, timescales and resources, taking action as appropriate to achieve desired outcomes.

General

- Maintain high standards of professional practice, working at all times in the best interest of children and young people and their parents/carers.
 - Actively support a culture of innovation and enterprise within Achieving for Children.
 - Promote diversity and equalities in the development and delivery of services and in all aspects of people management.
 - Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.
 - To participate in the out of hours on-call manager rota for the CEDT service.
 - To deputise for the Associate Director for Provider Services when required.
1. Champion diversity and equality in the development and delivery of services and in all aspects of people management.
 2. Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.

ORGANISATIONAL VALUES

Trust - I am reliable, others can count on me to undertake tasks and deliver on what was agreed. I will do what I said I would do. I will encourage open and honest communication, and model clear and fair professional boundaries.	Essential	Interview
Respect - I will listen to and value other people's perspectives and differences. I will show empathy and humility in the way I communicate.	Essential	Interview
Empower - I help others to realise their ability and potential, and show emotional	Essential	Interview

intelligence in my approach. I show appropriate and respectful use of the power given to me in my job or position and I use this to encourage and enable others.		
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QUALIFICATIONS AND EXPERIENCE

Qualifications

Educated to degree level and proven evidence of continuing professional development.	Essential	Application form
Educated to degree level with appropriate professional Social Work qualification (CSS/CQSW or DipSw, MA SW, BA Hons SW)	Essential	Application form
Professional Management Qualification Level 4 or above	Essential	Application form
Current HCPC Registration	Essential	Application form

Experience

Significant and demonstrable knowledge and understanding of legislation and guidance, policy and procedures, and best practice in relation to functional responsibilities	Essential	Application form and interview
Advanced knowledge of effective management techniques, including financial and project management. Substantial and impressive record of achievement at a management level in a statutory children's services setting. Proven experience of management in a commissioning context	Essential	Application form and interview

Evidence of successfully developing and delivering strategies to meet business objectives and achieve value for money	Essential	Application form and interview
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Knowledge, skills and abilities

<p>Leading People</p> <ul style="list-style-type: none"> • Understands and builds commitment to AfC's strategic direction • Develops shared plans and goals for the team and motivates and inspires team members to achieve them • Develops a strong sense of cohesion and team spirit • Manages the performance of team members and provides regular coaching and feedback • Creates a working culture that is open and responsive to change 	Essential	Application form and interview
<p>Delivering Services</p> <ul style="list-style-type: none"> • Understands the key influences on the council • Recognises financial pressures and the need to provide value for money and maximise return on investment • Identifies and is responsive to customer needs, working with them to provide innovative solutions • Actively participates in cross-functional networks and groups • Builds strong working relationships across both Kingston and Richmond and with partner organisations and suppliers • Understands and fulfils budget management responsibilities • Recognises the role that technology plays in improving the service • Manages projects effectively within best practice methodologies • Displays risk awareness and commits to essential standards of risk management 	Essential	Application form and interview

<p>Personal Effectiveness</p> <ul style="list-style-type: none"> ● Uses a range of communication styles to influence others ● Delivers professional and persuasive presentations to large internal and external groups ● Prepares high quality written communication and reports ● Applies skilful negotiation techniques to achieve win-win outcomes ● Demonstrates a high level of personal drive and energy that sets an example to others ● Demonstrates a determination to achieve challenging targets ● Displays a commitment to own personal development and learning ● Actively promotes a culture that values equality and diversity ● Is flexible and adaptable to changing goals and circumstances ● Anticipates and responds proactively to organisational change ● Continuously looks for ways to improve services and develop new ways of working 	<p>Essential</p>	<p>Application form and interview</p>

<p>Ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.</p>	<p>Essential</p>	<p>Application form and interview</p>
<p>Commitment to an organisational culture and the development of services that value equality and diversity.</p>	<p>Essential</p>	<p>Application form and interview</p>

This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of Achieving for Children and the specific requirements of the role.

Updated: September 2019