

## JOB PROFILE

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<b>Job title:</b>	<b>Fostering Branch Manager (Operational Area 1: Kingston base)</b>
<b>Grade:</b>	<b>AfC scale point 48 to 51</b>
<b>Job family:</b>	<b>Children's Social Care</b>
<b>Directorate:</b>	<b>Achieving for Children</b>
<b>Reports to:</b>	<b>Head of Fostering/ IFA Registered Manager</b>

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### **WHO WE ARE**

Achieving for Children champions children and families, putting the wellbeing and education of children first. As a social enterprise, we can take a business approach to delivering our social aims. We have the independence and flexibility to tailor innovative solutions to the needs of children and their families, whilst maintaining our strong bond and deep commitment to society and public service.

### **CONTEXT**

Achieving for Children was created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames in 2014, and since then has been commissioned to deliver children's services on behalf of both local authorities. In August 2017, the Royal Borough of Windsor & Maidenhead became a third owner of the company, and also commission our services.

Our vision for Achieving for Children is simple: by bringing together professional expertise from our owning local authorities, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

### **RELATIONSHIPS**

**Reports to:** Head of Fostering IFA Registered Manager

**Important internal relationships:**

- Directors
- Service Leaders
- Managers and teams, particularly the children looked after/ permanence teams; commissioning team; workforce development team; and communications team.

**Important external relationships:**

- Children in care, and their representative groups
- Foster carers
- Panel members
- Other professionals and agencies
- Parents and carers

## **MAIN PURPOSE OF THE JOB**

The Fostering Branch Manager is responsible for the day-to-day management of our operations as an Independent Fostering Agency (IFA) in a single operational area.

The post holder is responsible for ensuring the operational area is fully compliant with legislative and regulatory requirements and for the management and supervision of the fostering team so that they deliver the best possible service for children and young people and for current and prospective foster carers.

As part of the IFA management team, the post holder will have a major contribution to make to the development of our IFA, aligning services and setting the strategic priorities for fostering across all three boroughs.

## **MAIN RESPONSIBILITIES AND DUTIES OF THE JOB**

- Pursue the best possible outcomes for children and young people who are in care through arrangements that provide value for money.
- Provide day-to-day management of the fostering team in a single operational area, taking responsibility for ensuring robust personal development planning; supervision; performance management of the team in line with Achieving for Children policy.
- Manage a professional staff group to ensure that carers are recruited, trained, and supervised in line with regulations, local targets and good practice guidance to provide the best standards of care for looked after children and young people.
- Ensure robust support is in place for the Fostering Panels, including an effective designated Fostering Panel Advisor.
- Take responsibility 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.
- Ensure clear communications with the Commissioning and Placements team/ fostering duty system, collaborate well with colleagues to understand need and best meet demand.
- Ensure 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.
- 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 seek, listen to, and respond to the views and ideas of staff and stakeholders, encouraging and actively engaging in positive communications and working relationships.
- Develop strong working relationships with foster carers and local networks and representative groups, ensuring that foster carers views and feedback inform service development.
- 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.

- Ensure effective communications are conveyed in a timely, transparent and coherent manner. To keep staff and stakeholders informed of information that affects them and influences service development.
- Engage in and promote effective networking at local, regional and national levels to ensure that services are responsive to national developments and leading practice.

### Performance

- To support the development and implementation of performance indicators and quality service standards for the IFA in line with National Minimum Standards
- To participate in the monitoring of service delivery against agreed targets, timescales and resources, taking action as appropriate to achieve desired outcomes.
- To champion and support continuous professional development within the service.
- To ensure the services performance expectations are met, prioritising customer service and satisfaction across the team.

### 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 Head of Fostering when required.

## PERSON SPECIFICATION

### Children's Social Care

**Job title:** Fostering Branch Manager

**Grade:** AfC Spinal points 48-51

<b>Achieving for Children Promises</b>	
<b>Evidence</b>	<b>Essential/ Desirable</b>
We will put children and young people first	Essential
We will embrace diversity and champion inclusion	Essential
We will be resourceful, adaptable and dependable	Essential
We will nurture strong, responsive and caring relationships.	Essential
We will value and invest in our staff to deliver innovative and quality services	Essential
We will work with our customers to deliver the most effective solutions for them.	Essential

<b>Qualifications</b>	
<b>Evidence</b>	<b>Essential/ Desirable</b>
Educated to degree level with appropriate professional Social Work qualification (CSS/CQSW or DipSw, MA SW, BA Hons SW)	Essential
Current HCPC Registration	Essential
Professional Management Qualification Level 4 or above/ PQ1 PQ2 Management Qualification	Desirable

<b>Experience</b>	
<b>Evidence</b>	<b>Essential/ Desirable</b>
Significant and demonstrable knowledge and understanding of legislation and guidance, policy and procedures, and best practice in relation to functional responsibilities	Essential
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
Evidence of successfully developing and delivering strategies to meet business objectives and achieve value for money	Essential

<b>Knowledge, skills and abilities</b>	
<b>Evidence</b>	<b>Essential/ Desirable</b>
<b>Leading People</b> <ul style="list-style-type: none"> <li>● Understands and builds commitment to AfC's strategic direction</li> <li>● Develops shared plans and goals for the team and motivates and inspires team members to achieve them</li> <li>● Develops a strong sense of cohesion and team spirit</li> <li>● Manages the performance of team members and provides regular coaching and feedback</li> <li>● Creates a working culture that is open and responsive to change</li> </ul>	Essential
<b>Delivering Services</b> <ul style="list-style-type: none"> <li>● Understands the key influences on the council</li> <li>● Recognises financial pressures and the need to provide value for money and maximise return on investment</li> <li>● Identifies and is responsive to customer needs, working with them to provide innovative solutions</li> <li>● Actively participates in cross-functional networks and groups</li> <li>● Builds strong working relationships across both Kingston and Richmond and with</li> </ul>	Essential

<p>partner organisations and suppliers</p> <ul style="list-style-type: none"> <li>● Understands and fulfils budget management responsibilities</li> <li>● Recognises the role that technology plays in improving the service</li> <li>● Manages projects effectively within best practice methodologies</li> <li>● Displays risk awareness and commits to essential standards of risk management</li> </ul>	
<p><b>Personal Effectiveness</b></p> <ul style="list-style-type: none"> <li>● Uses a range of communication styles to influence others</li> <li>● Delivers professional and persuasive presentations to large internal and external groups</li> <li>● Prepares high quality written communication and reports</li> <li>● Applies skilful negotiation techniques to achieve win-win outcomes</li> <li>● Demonstrates a high level of personal drive and energy that sets an example to others</li> <li>● Demonstrates a determination to achieve challenging targets</li> <li>● Displays a commitment to own personal development and learning</li> <li>● Actively promotes a culture that values equality and diversity</li> <li>● Is flexible and adaptable to changing goals and circumstances</li> <li>● Anticipates and responds proactively to organisational change</li> <li>● Continuously looks for ways to improve services and develop new ways of working</li> </ul>	Essential

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.