

## National Fostering Agency Group Job Description

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**JOB TITLE:** Team Manager

**RESPONSIBLE TO AND APPRAISED BY:** Registered Manager or Practice Manager

**LINKS TO:** Quality Assurance and Training Teams, Administration and Placements Teams, Support Workers, Commercial, Marketing and Carer Recruitment and other Head Office Teams, Registered Manager, Practice Manager

**RESPONSIBLE FOR:** Supervising Social Workers / Support Workers

### **JOB PURPOSE:**

The Team Manager is responsible for the leadership and management of a social work team ensuring that children and foster families receive a responsive service that safeguards and promotes welfare. They manage fostering resources in an allocated area, supervising and working with a team to recruit, assess, supervise and support foster carers and their placements. The post holder actively promotes and ensures that the organisation provides quality, professional services for local authorities placing safeguarding of children and young people at the heart.

The Team Manager is accountable for ensuring the team achieves its business plan: by promoting an appropriate culture: empowering others and setting and maintaining high and measurable standards of practice.

### **KEY ACCOUNTABILITIES**

#### **Operational**

Manages and leads a team of supervising social workers and support staff to

- Ensure that all statutory requirements are met and that staff are fully updated in respect of current developments, new guidance, research or legislation
- Ensure at all times you work with a commitment to Safeguarding and promoting the welfare of children in care, their foster family and staff
- Works in accord with all the policies and procedures of the organisation, especially those relating to Child Protection and Safeguarding, observing at all times the strict rules of confidentiality appropriate to the role
- works flexibly to ensure an appropriate level of support is offered and maintained, with response outside of normal hours as required
- Raise emerging issues within operating area
- Respond to safeguarding concerns in line with agency policy and procedures
- Ensures annual reviews of foster carers take place in accord with the procedures laid down by the organisation.

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Undertakes and supervises the recruitment and assessment of prospective foster carers in accordance with the organisation's policies and procedures.

- Facilitates and takes part in local recruitment activities
- Contributes to the planning of and participates in national recruitment activities
- Undertakes and ensures that effective initial visits are carried out
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- supervises the completion of foster carer assessments, ensuring reports are compiled to a high standard and are presented to panel within agreed timescales and follow up procedures adhered to

Is proactive in the planning and implementation of a training plan and the development of foster carers:

- Co-ordinates and maintains the training and development of the foster carers, monitoring achievement and attendance at training sessions.

Promotes the agency externally ensuring that the organisation's policy to offer a professional, high-quality fostering service to its customers is recognised and achieved through

- representing the organisation to placing local authorities and other relevant organisations,
- establishing new links and contacts with local authorities
- contribution to new business within an allocated area in accord with the NFA Group Business Plan

### **Staff Management and Leadership**

Lead and manages a team of professional and support staff within a given area, having responsibility for:

- Undertaking professional supervision, guidance and reflective practice
- Allocation of workload and tasks – reviewing the work of the team and service delivery.
- Performance management, appraisal and discipline
- Training and development - ensure that training needs are identified and met through the use of the continuous professional development and regular supervision.
- Undertakes training as and when required
- Takes responsibility for own professional continuing development and participates in organisational training initiatives.

Works with colleagues to recruit and select staff in accordance with the Group's safer recruitment policies.

In conjunction with line manager ensure

- Organisational policies and procedures are communicated, understood and implemented effectively by staff
- Ensures compliance with the relevant legislation and regulations and in accordance with company policies.

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### Quality and Compliance

Works in liaison with Quality Assurance and Compliance to ensure full compliance with regulations and standards and to achieve improvements

Maintains and makes full use of the agency's recording and information systems ensuring;

- They drive up the performance and quality of the service
- Relevant information is recorded promptly and appropriately
- Quality reports are prepared, accurate checks are made and presented as required
- Full and appropriate use is made of the agency's network and IT equipment
- Monitoring and auditing to improve quality and ensure full compliance with regulations and standards.

Works with staff on the development and implementation of quality standards and procedures that will ensure continuous improvement in service delivery

Actively seeks the views and participation of Carers and Young People in the planning of service and review of process,

Undertakes regular audits to ensure statutory obligations and performance management targets are being met

Promotes and enforces the Group Equal Opportunities policy.

Operates within professional ethics and disciplines of social work as described by the regulatory body (e.g. HCPC, SSSC, etc)

### Other

- Participates regularly in an OOH rota, along with management colleagues
- Undertakes such other duties as may be reasonably requested of a Team Manager by a Senior Manager

**This job description is not definitive and is likely to change in consultation with the post holder as the role develops.**

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Job Holder's signature

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of the National Fostering Agency Group

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_