

Job Description

1. Job Details

Job title:	Assessment Manager
Based at:	North Shields or Sheffield
Reporting to:	Director of Quality Assurance
Responsible for:	Recruitment, Retention, and Development Social Worker, Independent Form F Assessors

Job Purpose

To contribute to the provision of a first-class fostering service for children by managing all assessments from, and including, the point of allocation, by undertaking the Quality Assurance of all Form F Assessments, and acting as Panel Advisor, ensuring a consistently high quality to enable the recruitment of skilled and suitable foster carers. This post covers both the North East and Yorkshire & East Midlands regions.

2. Main Duties and responsibilities

- To manage all Form F Assessments from, and including, the point of allocation, including the supervision of Independent Form F Assessors
- To undertake the QA process for all Form F assessments, ensuring a consistently high quality of assessment for panel.
- To act as Panel Advisor for all Agency Panel Business, ensuring panel members are suitably prepared and briefed ahead of panel dates.
- To supervise and manage the Recruitment, Retention and Development Social Worker
- To supervise and support the Independent Form F Assessors
- To maintain the agency's high standards in the recruitment of foster carers, to promote positive outcomes for children and young people.
- To produce a monthly report for SLT, analysing key trends, themes, and areas for learning from assessments coming to panel
- To work closely with other key members of staff across the Team to ensure a timely, and highly efficient process in preparation for panel.
- To build effective working relationships with the Fostering Panel Chair and Panel Administrator.
- To update panel about Agency business
- To work within the financial budget (determined by the Board) and promote good practice, to ensure the continuing security of the company.
- To take part in the provision of an 'out of hours' service.
- To ensure that the recruitment activity continues to contribute to the Agency achieving its objectives and adherence to its principles
- To contribute to the Agency always working at its best and this being reflected in positive external evaluations and Inspections.
- To take responsibility for ensuring that the agency's recruitment policies and procedures are properly implemented and monitored, and that agency practice complies with relevant legislation and the National Minimum Standards.
- To support other areas of the service and when required.

3. Leadership and management

- To work closely with Team Managers across the agency
- To liaise with other agencies in the process of recruiting and assessing foster carers, to ensure that checks and references comply with Fostering Services Regulations, and current best practice.
- To lead on the recruitment and development of a pool of highly skilled Form F Assessors.
- To promote learning and development in the workforce and contribute to the development and delivery of training across the service.
- To contribute towards the development and review of the agency's policies and procedures.
- To keep abreast of developments in the field of foster care and share learning within the Agency.
- To role model and apply professional curiosity in all aspects of practice.
- Other tasks relating to the management and running of a first-class fostering service as determined by SLT.

4. Communication and Relationships

- To work closely with the Senior Leadership Team to establish and maintain relationships with local authorities and contribute to planning and developing the service in line with customers' changing needs.
- To represent and promote the agency.

5. Safeguarding Children and Young People

- To commit to safeguarding and promoting the welfare of children and young people and protecting them from risk of harm. The Agency recognises its responsibility to ensure safe and appropriate policies, working practices and systems are in place for all staff working with children and young people.
- To comply with Team Fostering's Safeguarding Policy and promote the safeguarding of children throughout their work
- To undertake mandatory safeguarding training in relation to their work with children and young people

6. Confidentiality

- To safeguard the confidentiality of information relating to carers, children, and young people at all times in accordance with agency policies and procedures.

7. Health and Safety

- To comply with Health and Safety regulations and guidance in the course of employment.

8. Data Protection

- To comply with the Agency's policies and Data Protection Act in all aspects, with particular reference to the protection and use of personal data relating to employed and independent staff, carers and children and young people.
- To ensure all data is recorded accurately, timely, up to date and in a non-discriminatory manner.

9. Equality & Diversity

- To comply with the agency's equality and diversity policy and be able to demonstrate their commitment to the policy in all aspects of their work
- To actively promote equality of opportunity and an anti-discriminatory service.

10. Ethos and Values

- To subscribe to the ethos and ethical values upheld by Team Fostering and demonstrate those values in own everyday work

11. Additional Expectations

- Team Fostering does not allow smoking, including e-cigarette products in the workplace.
- The post is subject to an enhanced DBS check.
- Ability to work flexibly to meet the needs of the service, which will include evenings & weekends.
- Ability to travel as required in East Midlands, Yorkshire and the North East
- Access to own transport is essential to meet the travel requirements for external business activities and events.