

Job Title: Responsible Individual for the Fostering & Post Adoption Support Service

Cornerstone Office: Room 2 Oxford House, Sixth Avenue, Doncaster, Auckley, DN9 3GG

Accountable to: CEO & The Cornerstone Trustees

Job Description

Overall Main Duties

As Responsible Individual you need to:

- ensure the safeguarding of all children within the organisation.
- provide monthly supervision and yearly appraisals for the Registered Manager.
- monitor case files and be available for consultation in relation to social work issues/problems.
- provide a quality assurance role in relation to the Manager and Services.
- ensure the agency is fully compliant with current legislation.
- chair the monthly Social Work- and Senior Management Team meetings.
- quality assure Assessments-, Review- and Assessment of Need- Panel Annual reports, minutes of meetings as well as the Reg 25 & Reg 35 reports.
- develop and review policies and procedures.
- be involved with the recruitment and interviewing of staff when needed.
- any other reasonable tasks within your capacity as required from time to time.

Specific Main Duties relating to the Fostering Service

- to provide monitoring for Schedule 6 and 7 of The Fostering Services (England) Regulations 2011.
- send notifications to Ofsted in the absence of the Manager.
- oversee the quality and function of Panel.
- fulfil the roles and responsibilities of Panel Advisor with the Registered Manager.
- ensure compliance in relation to each child placed with foster parents, with the foster placement agreement and the responsible authority's plan for the care of the child.
- ensure the quality of children's guides.
- review the statement of Purpose.

Specific Main Duties relating to the Post Adoption Service

- to provide monitoring of Schedule 4 of The Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous Amendments) Regulations 2005 (2720)
- ensure the quality of children's guides.
- review the statement of Purpose.

Christian Context

- As a Christian organisation Cornerstone has a Genuine Occupational Requirement (GOR) on all posts and only employs Christian staff who affirm the 'Statement of Faith' and who agree to the 'Code of Conduct'.
- All aspects of the work will be carried out in a manner consistent with the aims of Cornerstone.
- The post holder is expected to engage in a variety of activities that are consistent with a practicing Christian lifestyle in all aspects of the above job description (including worship, Bible study, prayer, fasting).

Personal Specification

Qualifications and Professional registrations (if applicable)

- Must possess an appropriate professional qualification CQSW, Dip. SW or equivalent level
- Must be registered with the appropriate professional body (Social Work England).

Knowledge/Experience

- A sound working knowledge of the underlying philosophy and the main provisions of the Children Act 1989; Care Standards Act 2000: National Minimum Standards and The Fostering Services Regulations 2011; The Adoption and Children Act 2002 and the Regulations (Voluntary Adoption Agencies Regulations 2003 and the Adoption Support Agencies (England) and Adoption (Miscellaneous Amendments) Regulations 2005 (2720); Working Together to Safeguard Children 2018 (Amended 2020)
- An ability to understand the legislative and regulatory framework that governs all aspects of family placement work.

Essential

- A recognised social work qualification with at least 3 years post-qualifying experience in childcare social work and has knowledge of childcare law and practice
- Experience in supervising and managing professional staff ideally within an independent fostering and/or adoption agency
- Substantial experience in managing care planning practice in care, identifying, assessing, planning, delivering, monitoring, and evaluating outcomes.
- Successful experience in managing child protection and safeguarding, supporting resilience, managing risk, maximising care and welfare, health and safety issues
- The ability to motivate and encourage staff and volunteers, personally, professionally, and spiritually.
- Experience of working in partnership with OFSTED to achieve better outcomes for children and a clear understanding of the inspectorate expectations.
- Be able to demonstrate to OFSTED that you have the essential skills needed to develop the leadership and management of the agency so that it meets the Quality Care Standards and enable the children and families we support to thrive and reach their full potential.

- Experience of monitoring and quality assurance of a service provision to achieve compliance.
- Excellent inter-personal skills to work co-operatively both within and across professional disciplines and boundaries.
- Good communication skills, both written and oral, including presentation of reports.
- Ability to maintain high standards of confidentiality.
- The ability to anticipate needs, challenges and prioritise tasks.
- An ability to be self-directing and take personal responsibility for effective time management and demands of the workload.
- A high level of Computer literacy, numeracy and IT competence.

Desirable

- Experience of working with volunteers.
- Multitasking and a high level of concentration and accuracy.

Disposition

- A determination to do everything to the highest standard.
- Able to take responsibility and exercise appropriate initiative.
- Ability to work unsupervised.
- A commitment to work as part of a team.
- The flexibility and willingness to be available when necessary.
- A full understanding of and sympathy towards Cornerstone's aims and objectives both as a charity and as a Christian organisation.
- A willingness to sign Cornerstone's 'Statement of Faith' and 'Code of Conduct'.

Terms & Conditions

Hours: Negotiable but Full time (35h per week) is preferred

Holidays: 25 (pro rata) days per annum

Salary: Pay scale starts from £44,000 pa pro rata depending on qualifications and experience. Specifics to be included in the actual contract.

Pension: Non-contributory pension of 8% paid on successful completion of a 3 month probationary period.

Cornerstone reserves the right to amend or add to this job description at its discretion. Changes will be discussed with you in person and notification made in writing within 28 days of addition or amendment.