

JOB DESCRIPTION

Job Title	Fostering and Adoptions Qualified Social Worker		
Directorate	Children & Families		
Reporting to			
Grade	10		
Evaluation ref:	AG0651	Job ref:	Family
Role purpose			
<p>The responsibility of the Children's Services Function is to promote and ensure the safety, well-being and learning of children and young people. Within the service, Children and Young People's Social Care Teams provide services to "Children in Need" including children with disabilities, children subject to Child Protection Plans, Children "Look After" and Care Leavers. These roles operate in close collaboration with multi-agency partnerships</p> <p>Qualified Social Workers will work in accordance with professional standards (as set by the HCPC or other relevant accredited body) and will provide statutory services for children looked after and placed for adoption.</p> <p>Qualified Social Workers will provide case responsibility for foster carers, children/adults who have been adopted, and prospective foster carers/adopters</p>			
Responsibilities			
<p>Make on-going assessments of prospective carers (adopters or foster carers) to reflect individual circumstances including assessment of risk and capability and the need to ensure that children & young people and carers are protected from harm.</p> <p>Responsible for a caseload of varying complexity, commensurate with experience, ability and qualification, receiving and responding to referrals and requests from various sources, including requests for advice, assessment and support from foster carers and adopters, in liaison with other professionals.</p> <p>Risk assessment of carers and their households to ensure children and young people are protected. Where required ensure the annual review of carer households and that health and safety checks, safe care policies and DBS checks are updated in line with regulation and service requirements.</p> <p>Undertake statutory and best practice reviews and ensure compliance with relevant legislation, policy and procedures.</p> <p>Promote children and young people's equality, diversity and rights by applying, maintaining and evaluating structures in an anti-discriminatory way. Identify and deliver evidence-based interventions in response to risk and safeguarding concerns. Escalate risk and safeguarding concerns immediately where appropriate.</p>			

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Supervision of carers to ensure children are safe and achieve their potential.

Prepare and present reports as necessary to facilitate decision making about carers and children & young people and to provide effective quality assurance.

Provide information, written assessments, statements, reports verbally and in writing in order to complete assessments and statutory reviews of prospective carers, care planning meeting, formal Panels and reviews of Children Looked After.

Maintain file records and supervision records relating to carers to a high standard in accordance with relevant legislation, policy and procedures.

Contribute to ensuring the effective operation of holistic Quality Assurance processes alongside the Children Looked After service. Provide accurate and timely information to enable the quality of the service to be assessed.

Provide a needs-led service, working with a range of providers and with the independent and voluntary sectors to meet requirements.

Contribute to the development of Fostering, Adoption and Children Looked After services and develop effective workplace links with the independent and voluntary sectors to ensure that children live in the most appropriate place for their needs.

Contribute to the development of recruitment, training and assessments activities for prospective carers. Undertake assessments of prospective carers and make presentations to formal Panels as required.

Support post approval training and support carers to complete progression standard activities where required and with other aspects of development as a carer.

Assess and provide appropriate support to children who have been adopted.

Establish and maintain appropriate networks and professional relationships with children & young people, their families/carers and other professionals to deliver services through effective partnership working to Carers and Children Looked After.

Contribute to multi-agency partnership working and participate in multi-agency meetings. Act as a lead worker as required engaging with other professionals on specific areas of expertise or new ways of working, eg therapeutic foster care project.

Engage with fieldwork colleagues, other professional and carers to identify placements for children and young people both on a planned and, where necessary, emergency basis.

Participate in a duty system to identify placements and support placement stability.

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Work in partnership to enable children & young peoples' carers and families to promote their health, financial, emotional and social well-being.

Build upon existing knowledge and practice with research and training to develop individual skills and new approaches for improvement in service provision.

Develop one's own knowledge and practice and contribute to the development of policy and practice.

Participate in performance appraisal and consultations with team managers and undertake regular professional development programmes to improve personal knowledge skills and effectiveness.

Contribute to the development of policy and best practice. Where required work with Programme Managers to develop, operate and train others in new ways of working, eg MTFC-C project.

Provide accurate and timely operation of IT systems relating to client information, complying with practice requirements. Participate in the effective operations of quality assurance processes.

Other Elements which you may be expected to undertake:

Available to provide a Duty Response Service within your service area.

Contribute to the design, implementation and evaluation of recruitment campaigns in specialist areas subject to appropriate training.

Impact

Contacts & Relationships

Will require well developed interpersonal and communication skills in order to:

- Engage effectively with a range of audiences including professional colleagues and stakeholders.
- Influence and mediate to achieve positive outcomes for children through support and motivation of.
- Manage challenging or sensitive situations and understand the circumstances where escalation is required to a manager.
- Make constructive contributions in multi-agency settings including presentations to formal Panels.
- Understand the requirement to use plain English.

Will require effective working relationships with:

- Children, young people, carers and families.
- Professional colleagues, partner agencies, representatives of the independent and voluntary sectors.

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- Schools, colleges, Early Years providers, health services, police, housing services, etc.

Resources

Hold an active caseload (as assigned).

Assist the Team Manager in the robust management of resources within the team by ensuring quality and value for money in service delivery.

	Essential	Desirable	
Knowledge			
Understanding of fostering regulations, National Minimum Standards, and relevant child care legislation (e.g., Children Act 1989, Fostering Services Regulations 2011).	X		
Knowledge of safeguarding procedures and the principles of child protection.	X		
Awareness of the impact of trauma, loss, and attachment issues on children in foster care.	X		
Understanding of the assessment process for foster carers, including Form F assessments.		X	
Awareness of diversity, anti-discriminatory practice, and promoting equality in fostering.	X		
Experience			
Experience of working within fostering, child protection, or looked-after children services.	X		
Experience of undertaking assessments within a statutory or fostering setting.	X		
Experience of presenting assessments and reports to fostering panels or similar forums.		X	
Experience of multi-agency working and contributing to safeguarding processes.	X		
Qualifications / Registrations / Certifications			

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Professional Social Work qualification	X		
Registered with Social Work England	X		
Skills			
Strong assessment, analytical, and report-writing skills.	X		
Ability to conduct thorough and reflective Form F assessments within agreed timescales.	X		
Confident in using evidence-based assessment tools and reflective questioning during assessments.	X		
Effective verbal and written communication with a range of stakeholders, including foster carers, children, panel members, and external professionals.	X		
Ability to manage and prioritise a caseload independently while meeting deadlines.	X		
Competence in using electronic case recording systems and IT software.	X		
Ability to build positive, professional relationships with prospective foster carers while maintaining clear boundaries.	X		
Must be a car owner with a full UK driving licence and the ability to travel for assessments, home visits, and meetings as required.	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
<p>Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practice.</p> <p>Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both</p>			

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interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: July 2025