

**Job Description**

**Job Title:** Adoption Team Manager

**Salary Grade:** Grade 10

**SCP:** 42 - 46

**Job Family:** People Care

**Job Profile:** PC 6 plus WC conditions factors and market supplement

**Directorate:** Children’s Services

**Work Environment:** Adoption Team

**Reports to:** Service Manager

**Number of Reports:** Assistant Team Manager, Social Workers, ASYE Social Workers, Panel Adviser, Child & Family Worker

Your normal place of work will be at the Sandhill Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

To act as the Registered Manager for the Voluntary Adoption Agency and ensure the provision of an effective Adoption and After Adoption Service. To manage performance, direction and development of the Adoption team and to be involved in planning and implementing changes and improvements. To contribute to the overall provision of services for Children Looked After by Together for Children.

To work in accordance with established policies and procedures of Together for Children and Sunderland Safeguarding Board.

**Key Responsibilities:**

To ensure compliance with National Minimum Standards.

To ensure the effective management of staff within the team.

To monitor and review performance in constructive partnership with other agencies and key stakeholders.

To contribute to policy development and plans, to provide leadership to employees which will ensure delivery of high quality, effective services to children and families that are responsive to their needs.

To work closely with other Social Work teams, legal services and Guardians to ensure excellent permanence planning for children in proceedings.

To supervise and manage a staff team, including social workers and other social work staff.

To take responsibility for ensuring that the Company’s policies and procedures are properly implemented and monitored by social workers, and that agency practice and adoption service complies with statutory guidance and the UK National Minimum Standards.

To work within financial budgets (determined by the Company/Board) and promote good practice and placement stability, to ensure the continuing security of the company.

To work closely with commissioning colleagues to ensure appropriate implementation and monitoring of commissioning arrangements.

To work closely with the Service Manager to establish and maintain relationships with partner agencies and contribute to planning and developing the service in line with customer’s changing needs.

To continue to enhance, review and monitor the after adoption support offer.

To promote learning and development in the workforce and contribute to the development and delivery of training across the workforce.

To work closely with the Service Manager, Adoption Panel Chair and Panel Administrator to ensure robust panel arrangements.

To attend panel where required.

To keep up to date with social work practice, and also reflect and identify development and training needs to ensure continuous professional development.

To ensure effective and timely communication across Child Protection services, listen to and respond to the views and ideas of other professionals, stakeholders (particularly children and young people and their families) to ensure services are relevant, responsive and focused on meeting identified needs.

To champion diversity and equality.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

The post holder must carry out his or her duties with full regard to Together for Childrens Equal Opportunity Policy, Code of Conduct and all other policies.

The post holder must comply with Together for Children’s Health and Safety rules and regulations and with Health and Safety legislation.

**Author**: Kathryn McCabe

**Date**: June 2019



**Person Specification**

**Job Title: Lead Manager Fostering and Adoption**

**Role Profile reference: PC6**

|  |  |
| --- | --- |
| **Essential Requirements** | |
| **Qualifications:**   * Educated to degree level with appropriate professional Social Work qualification i.e. CSS/CQSW or DipSW, MA SW, BA Hons SW and completion of ASYE first year. * Current HCPC Registration. * Evidence of continuous professional development. * Current driving licence and access to a car, or means to mobility support | Application Form Interview |
| **Experience of :**   * Extensive post qualifying experience within a relevant professional field. * Sound experience of management and service delivery within children’s services with demonstrable and proven record of achievement. * Experience of working in an interagency setting, co-operating with a range of professionals. * Develop sound mechanism to record information and data required to inform performance monitoring, internally and externally. * Implementing robust performance management and quality assurance framework as required. * Ensuring compliance with statutory requirements, including equality and anti-discrimination legislation and ensure arrangements are in place for the effective management of complaints. * Develop and motivate staff and provide supervision and performance management to achieve high quality service delivery. * An in-depth understanding of child protection systems, child development, the effects of child abuse and neglect and the significance of attachments, separation and loss for looked after children. * Experience of successfully planning for and contributing to OFSTED inspections. * Handling problems and difficult situations calmly and sensitively. | Application Form Interview |
| **Knowledge and understanding of:**   * Comprehensive knowledge of legislation, regulations, guidance and standards that relate to the provision of adoption and after adoption services for children in England. * An understanding of the role of a Voluntary Adoption Agency. * Knowledge and understanding of the Government’s commitment to the establishment of Regional Adoption Agencies. | Application Form Interview |
| **Ability to:**   * Produce excellent written and verbal communication skills and the ability to communicate effectively within a multi-disciplinary team. * Manage and supervise staff. * Effectively use a PC to write reports/assessments, record information or input data; * The ability to share information, obtain information and have dialogue with others, either in writing, in person or over the telephone. * Work effectively within a busy team environment, be helpful and co-operative with others ; * Effectively risk manage within children’s service settings; * Manage priorities and work demands displaying initiative and creativity; * Be confident on challenging other professionals appropriately; * Self-motivated, resilient and committed to excellent social work practice; * Take ownership and responsibility arising from own and others’ case work appropriate to the level of the post; * Be willing to lead by example and promote excellence; * Reliable and self-reliant and to seek guidance when appropriate; * Meet the travel requirements of the post; * Work outside of normal working hours to meet the needs of the service. | Application form Interview |
| Commitment to Equal opportunities | Interview |

**Author:** Kathryn McCabe

**Date:** June 2019