



Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Warwickshire County Council Independent Fostering Panel Chair		
Salary Grade:	£450 per panel to include reading, preparation and oversight of panel minutes		
Team:	Fostering and Alternative Support Carers Team		
Service Area:	Children & Families		
Primary Location:	Virtual Panel Meetings		
Political Restriction	This position is not politically restricted.		
Responsible to:	Fostering Service Manager		
Responsible for:	n/a		

Role Purpose

Independent Chair of Fostering Panel

Role Responsibilities

- To chair panel meetings, ensuring that all items of business are covered and that the panel operates in accordance with regulations and Warwickshire County Council policies.
- To prepare for panel meetings, reading papers carefully, identifying key issues and alerting the agency adviser if necessary to ensure, as far as possible, that the case is adequate for submission to the panel.
- To facilitate the active participation of all panel members in contributing to the panel's consideration of cases and to the making of clear and well evidenced recommendations with the reasons for these.
- To ensure that all those attending panel are treated with respect and courtesy.
- To address diversity issues and to always promote anti-discriminatory practice.
- To ensure that clear and accurate minutes are written, which record any serious reservations which panel members may have, and to be involved in the checking and agreeing of draft minutes before they are sent out to the decision maker.
- To liaise with the decision maker and with other senior managers where required.

- To ensure along with the agency adviser, that senior managers are aware of issues of concern, in relation to both individual cases and to more general matters.
- To be involved in the recruitment and appointment of central list panel members and any consideration about terminating the appointment of a member.
- To review, with the panel adviser, the performance of central list members as the need arises, and at least annually.
- To assist in developing, promoting and monitoring policies and procedures and the high standards of Warwickshire fostering services.
- To assist in planning training for panel members and to participate in at least one day training per year.
- To safeguard the confidentiality of all panel papers and panel discussions.
- To be involved in:
 - Deciding whether a case is adequate for submission to panel.
 - Deciding on the attendance of observers at panel.
 - Deciding on the participation of a panel member who declares an interest in a case.
 - Deciding when an extra panel may be necessary.
 - The preparation of an annual report on the panel's work.

Section B: Person Specification

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Fostering Panel Chair
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Experience & Qualifications

- Experience, either professionally or personally or both, of the placement of children in foster families and of children being cared for away from their birth family.
- Experience of chairing complex meetings.

Knowledge

- An appreciation of the effect of separation and loss on children.
- An awareness of the richness of different kinds of families and their potential for meeting children's needs.
- An understanding of the purpose and function of the panel and of Warwickshire Fostering Service.
- An understanding of the fostering process and of the legislative framework for the work of the panel, or the capacity to develop this knowledge quickly.

Abilities

- The authority and competence to chair a panel, ensuring that the business is covered and that the panel operates in accordance with regulations and Warwickshire's policies and procedures.
- Excellent interpersonal and listening skills.

- The ability to communicate well and clearly both verbally and in writing.
- The ability to identify key issues and possible solutions and to communicate these clearly.
- The ability to facilitate the active participation of all panel members in contributing to the panel's consideration of cases and recommendations.
- The ability to manage the expressions of strongly held but possibly conflicting views by panel members and to help the panel to reach a recommendation which takes account of all these views.
- The ability to take up issues as required with the agency, liaising with the decision maker and other senior managers.
- The ability, working with the agency adviser, to review each panel member's performance when required, and at least annually, ensuring that this is a helpful and constructive process for both the panel member and the panel as a whole.

Attitudes

- A commitment to keeping children with their own family or community where this is possible and to maintaining contact between children living in foster families and their birth families where this appears to be in the child's best interests.
- A commitment to fostering as a way of meeting a child's needs, where this appears to be in the child's best interests.
- A commitment to safeguarding and promoting children's welfare in foster care.
- A valuing of diversity in relation to issues of ethnicity, religion, gender, disability, and sexuality.
- An understanding of, and a commitment to, the need for confidentiality.
- A willingness to increase knowledge and understanding of issues through reading, discussion and training.
- A willingness to contribute constructively to the annual review of their role as panel chair.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Professional SW Qualification and current registration as a social worker with Social Work England.	A,I,D
Access to the availability of a confidential space in which to chair panel meetings	A,I
The ability to work under significant pressure to meet deadlines which may be unpredictable, and deal with competing demands.	A,I

<p>To be computer literate and operate a range of information technology systems in order to meet service need in relation to the role of Chair person.</p> <p>The ability to access and utilise the secure IT platform where panel papers are stored safeguard and to maintain the confidentiality of foster panel records and information.</p>	A,I
<p>Ability to communicate fluently, in writing and verbally, with a wide and varied range of people in a manner that inspires confidence in the panel process.</p>	A,I
<p>A satisfactory Enhanced Child & Adult (with barred list) DBS check</p>	D