# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Senior Social Worker Foster Carer Training and Development

# DEPARTMENT: Children’s Services

# LOCATION: St Marks House, Eastbourne

# GRADE: [Single Status Grade 13](https://new.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO: Practice Manager

# Purpose of the Role:

East Sussex County Council is proud of our foster carer community and is committed to supporting the learning and development needs of our foster carers.

This role involves the strategic oversight and implementation of training and development needs of our fostering service. The key focus will be to equip foster carers with the knowledge, practical skills and motivation to develop and grow in this challenging and rewarding role whist remaining child centred at all times.

Drawing on the national Minimum Standards for Fostering, East Sussex Fostering priorities, learning from annual reviews, exit interviews feedback, Standard of Care findings and panel feedback. You will identify, develop and implement training and development priorities for the service. Training may be delivered by yourself or by a third- party commissioned facilitator.

# Key tasks:

1. Design and expand training and development programmes based on the needs of the of Fostering Service, the foster carers and practice developments.
2. Produce, manage and deliver the annual training programme within the budget allocated.
3. Amend and revise programmes as necessary, in order to adapt to statutory changes and changes occurring in the work environment.
4. Plan and assess any training or development programme from external providers
5. Develop effective first year of fostering programmes for new foster carers.
6. Evaluate training and development programmes and monitor and review the progress of training events through questionnaires and discussions with Supervising Social Workers.
7. Manage an Administration staff member who assists with the planning of all training events.
8. Devise individual learning plans for foster carers.
9. Produce training materials for in-house courses.
10. Create and/or deliver a blended learning programme that includes classroom, online and eLearning.
11. Ensure that statutory training requirements are met.
12. Keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses.
13. Devise a training strategy for the organisation.
14. Build training programmes from scratch, from the initial idea through planning, implementation, review and outcomes analysis, and delegate work to other members of the learning and development team.
15. Monitor budgets and monthly expenditure reports.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Interpersonal skills that enable you to work with people at all levels of an organisation, motivate others and change people's attitudes when necessary * Problem-solving and negotiation skills * Initiative and the ability to offer new ideas * Strong teamworking skills and a collaborative approach to learning, both face-to-face and remotely * Organisational and planning skills to manage your time and to meet deadlines and objectives * Good time-keeping skills and the ability to multitask to enable you to effectively manage training schedules |

# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * Presentation skills * Ability to write concise training and reports for a wider audience. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Social Work Qualification * Practice Educator Award |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of risk management, partnership working and decision making. |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of delivering training * Current contextual safeguarding experience. * Experience of working in a front-line children’s social work team. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Evidence of clear concise deliverer of training materials to a wide audience. * Evidence of managing a diverse group of foster carers with differing needs * Evidence of being able to use qualitative and qualitative data to inform practice advances and developments. * Evidence to use the data and findings to report to fostering senior staff team * Working in a children protection front line team |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Proactive, enthusiastic and innovative approach to work * Personal commitment to improving your own knowledge and skills and a passion for continuing learning and development * Commitment to equal opportunities, diversity and difference Flexible working as some training will take place in evenings and weekends |

**Date (drawn up): October 2021**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: 12457**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |