



## **Fostering Support Worker (Apprentice Social Worker)**

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**Salary: £18,000 -£20,000 per Annum (experience dependent) + Company Car**

**Hours: 37.5 ( Monday to Friday, with some evening & weekend work)**

**Reports to: Kate Selby (Supervising Social Worker)**

### **Job purpose**

This is an interesting and varied role whereby a “can do” approach is required to provide a mix of operational, administrative support to the Manager/SSW and foster carers, as well as providing direct support work to looked-after children and birth children, as required.

The ability to travel across the region covered by Fortitude is essential, together with a flexible approach to the hours worked. The exposure to different aspects of the service provides a good “stepping-stone” into the career of social work within children’s services.

Hence Fortitude will support the successful candidate to complete their Social Work training via a Social Work apprenticeship degree with the Open University.

### **Job specific outcomes**

- To adhere to relevant legislation, regulation and company policies and procedures to work consistently with Fortitudes core values and deliver best practice standards of work.
- To maintain a child-centred approach, fundamental to safeguarding and promoting the welfare of every child. To keep the child in focus when making decisions about their lives and work in partnership with them and their families.
- To provide both practical support to Foster Carers, together with programmed work with children in placement as well as birth children if appropriate.

### **Direct Support Work**

- Support work may be required during the day, evenings, or weekends so a good degree of flexibility is required.
- You will be responsible for providing a stimulating and enjoyable direct support for the child appropriate to their developmental stage. This may include facilitating activities (cinema, shopping, outings etc.), escorting the child to school or appointments, or supervising contact sessions with their family members etc.
- You will develop a sound knowledge of safeguarding and you will prioritise the safeguarding of the child in your care.
- You will follow the information provided by the Manager/SSW regarding pre-agreed activities, journeys and contacts with the child, adhering to instructions about any restrictions, medications, allergies / intolerances etc
- You will adhere to the pre-agreed budgets set for activities, mileage, food/drink etc. as instructed by the Manager/SSSW.



- You will share relevant information regarding the behaviour or care of the child, working collaboratively with the Manage/SSSW and the Foster Carer, ensuring that sensitivity and confidentiality is always maintained.
- You may be required to offer appropriate guidance to the child on a range of relevant issues (i.e., drugs, alcohol, sex, sexuality, health, finance, education, and employment.)
- You will demonstrate respect for the child's privacy and ensure that their confidentiality is balanced appropriately with the need to keep them safe.
- You will set and maintain safe, consistent, and understandable boundaries for the child in relation to acceptable behaviour.

### **Support Work Administration**

- When undertaking direct work with children, you will be required to log into the company's secure database (CHARM's) each session outlining any activities, journeys, wellbeing, or care concerns and/or significant events, which must be accurately completed to a professional standard.
- If you identify any safeguarding concerns, you will make accurate and clear recordings; referring on any child protection concerns to management. Failure by a member of staff to report actual or suspected safeguarding concerns of a young person will not be condoned.
- You will ensure Data Protection (GDPR) procedures are adhered to, and that all personal information and work records remain confidential and are securely stored.

### **Other Duties**

- To take the lead in identifying and uploading suitable content for Fortitude Fostering Social media platforms in liaison with management. To promote the work of the agency and recruit new foster carers.
- To provide support to Supervising Social Workers in other operational areas of the service, as required.
- To participate in team meetings and other professional meetings
- To undertake training and development deemed necessary for the pursuance of the post and demonstrate a commitment to further professional development.
- To ensure that Health and Safety is observed in the course of employment and comply with all Policies and Procedures and relevant care standards.
- To undertake any other reasonable duties identified by the Line Manager, and in line with the support of our services.

### **Training for Social Work Qualification & Professional Development**

- A willingness and commitment to engaging the application and enrolment process for an apprenticeship in Social Work with the Open University.
- To evidence that you have the minimum level of experience or/and qualification. Please see the requirements on page 7, the Social Work Degree Apprenticeship (May 2021).
- Commitment to a minimum of 1 day a week during normal working weeks.



- Commitment to complete two placements external to Fortitude, one lasts 70 days and the other 100 days.
- Commitment to the educational outcomes as outlined in the Open University Social Work Apprenticeship course.
- A willingness and commitment to fully engaging in all aspects of the apprenticeship program, including attendance at lectures, completion of assignments and on the job assessment.
- A willingness and commitment to complete the course as required.

## Person Specification

### Specific to the role

- Experience in working with children, young people and their families.
- A basic knowledge of current legislation particularly The Children Act 1989, National Minimum Standards in Fostering, The Fostering Regulations 2011.
- A flexibility in working outside of office hours. This may be to offer support to Foster Carers or a Child or Young Person, to meet with potential foster carers or existing foster carers to assess, provide training or support, to facilitate a child/young person's arrival with a family, to participate in the out of hours telephone support rota, or to attend an out-of- hours emergency.
- To hold a full UK driving license
- Excellent interpersonal and listening skills.
- The ability to communicate well and clearly both verbally and in writing.
- The ability to process and analyse large amounts of complex and sometimes distressing information.
- The ability to identify key issues and possible solutions and to communicate these clearly.
- A commitment to keeping children within 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 interest.
- 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 commitment to the need for confidentiality.
- A willingness to increase knowledge and understanding of issues through reading, discussion and training.



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FOSTERING**

**Please note that duties in this job description is not exhaustive and could be subject to change subject to the needs of the business.**

We encourage a diverse workforce which reflects the communities we serve. To achieve this, we aim to respect personal differences and promote fairness and dignity for all. We are committed to being an equal opportunity employer.

We follow a robust Safer Recruitment process. All appointments are subject to satisfactory pre-employment checks, including a satisfactory criminal record check with Barred List check through the Disclosure and Barring Service (DBS).

To arrange an informal chat please contact Kate Selby or Benjamin Bennett on

[B.Bennett@fortitodefostering.co.uk](mailto:B.Bennett@fortitodefostering.co.uk)

[K.Selby@fortitodefostering.co.uk](mailto:K.Selby@fortitodefostering.co.uk)

Thanks from

Fortitude