

JOB SUMMARY

Post Title	Adoption Practitioner						
Job Family	<i>Service Delivery</i>	Pay Range	<i>08</i>	Line Manager to others?	Yes /No	Role profile ref	<i>SD08</i>
Service Area	<i>Children's Services</i>						
Line Manager	<i>Assistant Team Manager/ Permanence Team / Adoption Hub Manager</i>						
Location	<i>To be agile</i>						

Job Purpose

To work with children and adults to keep them safe in their permanent homes and with their families.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- Direct work with Children and Adults (specific interventions, promote stability which could include life story work)
 - Responsive to the needs of the permanence team as a whole (sometimes at very short notice) due to the wider influences
 - To provide training to parents and carers
 - Attend events as directed such recruitment and retention events, support groups etc.
 - Recording, monitoring and reporting on a range of data and information in accordance with the services recording policy
 - Support the permanence team to meet the statutory requirements as directed by the Assistant Team Manager/Team Manager
 - Proactively and professionally working with both internal/external stakeholders whilst promoting a positive image of the service and the council as a whole
 - Co-ordinate and report on the financial assessments for the review of non-statutory cases

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant practical experience of working with and understanding of the relevant legislation, statutory frameworks / requirements and good practice guidance.	<i>Proven knowledge of adoption and fostering regulations and guidance that underpin the delivery of the service.</i> <i>Children Act, Safeguarding and Fostering Regulations.</i>	x	
Practical knowledge of a range of procedures and specialist equipment to support clients/businesses.	<i>Working knowledge of working with individuals/groups in a relevant environment.</i>		x
Working knowledge of IWC professional groups and external agencies as relevant to the role.	<i>Proven ability to demonstrate a positive approach to working with schools, adoption services, health and education.</i>	x	
Sensitivity and empathy to build trusting and supportive relationships.	<i>Ability to build and maintain professional relationships whilst managing conflicting demands.</i> <i>Proven ability to have interpersonal skills, adjust your approach based on the audiences whilst maintaining professional standards throughout.</i>	x	
Proven ability to interpret situations, analyse behaviours to make judgements and deliver interventions to achieve outcomes.	<i>Recognise and analyse risk and safeguarding and reporting/escalating to the appropriate line manager in a timely way in accordance with Safeguarding Policy.</i> <i>Ability to work with children and families</i>	x	

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	<i>undertake conflict resolution and enable adults and children to move on positively.</i>		
Proven ability to build and maintain constructive working relationships with a range of people.	<i>Promote confidence, whilst challenging parents and children as appropriate (guided by the situation at present) by working with Childrens and Families in a strength-based approach.</i> <i>Throughout work adopting this approach throughout the department and beyond including within the team.</i>	x	x
Proven ability to research, analyse and present complex information.	<i>Conduct and carry out research as directed by the Assistant Team Manager/Team Manager to inform working practices.</i> <i>Ability to present information gathered both written or orally in a cohesive and sense based approach.</i>	x	x
Proven ability to prioritise own workload and achieve deadlines.	<i>Self-directed prioritising whilst considering wider impacts/deadlines.</i> <i>Ability to deal effectively with competing demands whilst recognising where needed to escalate to the Assistant Team Manager.</i> <i>Inform and discuss with the Assistant Team Manager deadlines as appropriate to inform and agree.</i>	x	x
Literate and numerate. Ability to maintain required records.	<i>Demonstrate proven ability to deliver work professionally and accurately in line with timeframes set.</i> <i>Ability to record accurately on numerous databases/systems.</i> <i>Professional write up information in a thorough and concise manner.</i>	x	x
ICT skills including use of Microsoft applications.	<i>Word, excel, power-point, outlook, convene. Share-point, ICS, Swift and mosaic</i>	x	x
Proven ability to communicate one to one and in small groups.	<i>Ability to deliver training on a variety of subject such as (but not limited to); skills to foster, fostering changes and Level 1 education pathway and life story work.</i>	x	x
Proven ability to manage challenging behaviour in clients/business owners.	<i>Ability to change and adapt communication methods to suit the target audience.</i> <i>Constructively challenge (as appropriate) whilst de-escalating potentially difficult situations.</i>	x	x
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.	-	x	

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GCSE level qualifications or equivalent.	-	x	
Relevant vocational / professional qualification.	-	x	
European Computer Driving Licence or equivalent.	-	x	
Other Requirements			
Work evening, weekends and/or bank holidays as and when required			
Work in conjunction with Adopt South			
Attend meetings/training/events on the mainland as and when required			
Organisation Structure (optional)			