



Job description			
Job title	Fostering Support Worker		
Grade	Grade G		
Directorate	Children's Services		
Service/team	Fostering Service		
Accountable to	Team Manager		
Responsible for	Regulatory Services		
JE Reference	A4603	Date Reviewed	May 2025

Purpose of the Job

Under the supervision of a Social Care Team Manager or Assistant Team Manager the post-holder will ensure that safeguarding needs of children, young people and their families (including carers) are assessed and responded to in a timely manner.

The post holder will work to promote the fostering service at a range of events, providing advice and information to prospective foster carers, and maintaining and developing positive relationships with current and prospective foster carers.

Duties and responsibilities will be carried out in accordance with legislation, statutory guidance and local policy and procedures.

The post holder will contribute to promoting the fostering service, at a range of events and initiatives across the region and to undertake enquiries and from prospective foster carers, providing advice and information about the various aspects of fostering for each individual.

To build and maintain positive relationships with prospective and current foster carers, assisting in development and implementation of a range of retention initiatives, to ensure that current foster carers feel valued and involved. The Support Worker will also deliver a variety of individual and group-based activities.

To work in an anti-oppressive manner and ensure that case records reflect this.

To participate in developmental activities as may be required, and to work with other team members to promote and implement processes that will meet the needs of the service and will work in partnership with all agencies in ensuring that there is evidence base practice demonstrating impact.



Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To promote fostering for the Fostering Service via attendance at and delivery of a range of events and initiatives, at venues across Knowsley.
2. To handle enquiries from prospective foster carers; providing a welcoming, warm and professional response, providing advice and information about the various aspects of fostering for each individual. This will include providing guidance regarding training, support, benefits and allowances.
3. To build and maintain positive relationships with prospective and current foster carers, maintaining accurate recording and reporting systems.
4. To assist develop and implement a range of retention initiatives, to ensure that current foster carers feel valued and involved.
5. To work with other team members to design and implement administrative procedures and processes that will meet the needs of the service.
6. To collate, analyse and present management information in written, electronic or graphical formats to assist the team to monitor referral trends and enable appropriate actions to meet targets and inform future service development.
7. To identify problems by continuous review and make recommendations for improvements, so as to contribute to the achievement of the team's overall service objectives.
8. To liaise with partner agencies and others as required, on behalf of team.
9. To support the team members in preparing reports, letters, process plans, presentations etc., as required and to support any new developments, to improve the efficiency of the team.
10. To respond to enquiries, both verbal and/or in writing, using discretion in forming responses so that advice and information is consistent and given in accordance with agreed policies and within defined procedures.
11. To maintain accurate, quality and timely records on ICS/Early Help Module and actively support the audit process and use analysed findings to improve future practice.
12. To work flexibly to meet the needs of the service. This will encompass some early mornings, evenings and weekend work which may take place in families' home.



13. To work flexibly across the Borough and City region and on occasion out of borough when required.
14. To undertake personal learning and development to address identified learning and development needs of the post holder and the service.
15. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
16. Actively contribute to the gathering of information from service users and partner agencies to evaluate service delivery and provide evidence of performance against service objectives and inform future service delivery.
17. To undertake any other duties commensurate with the grading of this post, and on occasion to temporarily cover duties to help other departments to ensure services are functional and working effectively as required by the Executive Director for Children or their delegated Officer.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security



- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

(To be included in PMG 1 posts and above)

- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.