



Person Specification			
Post title	Fostering Support Worker	Grade	G

* * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

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To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience of working with fostering services, specifically in relation to recruitment, retention and marketing .	CV/SS, I
S2	To handle enquiries from prospective foster carers, providing advice and information about the various aspects of fostering for each individual. This will include providing guidance regarding training, support, benefits and allowances.	CV/SS, I
S3	Demonstrate an ability to organise and prioritise own workload and maintain appropriate records, including managing own caseloads when prioritising.	CV/SS, I
S4	To liaise with partner agencies and others as required, on behalf of team.	CV/SS, I
S5	Effective verbal and written communications skills with service users, professionals and other colleagues.	CV/SS, I
S6	To assist develop and implement a range of retention initiatives, to ensure that current foster carers feel valued and involved.	CV/SS, I
S7	Experience of maintaining open constructive relationships with children, young adults and parents/carers and extended family members.	CV/SS, I
S8	To collate, analyse and present management information in written, electronic or graphical formats to	CV/SS, I

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	assist the team to monitor referral trends and enable appropriate actions to meet targets and inform future service development.	
S9	Demonstrable understanding of risk and need, and commitment to safeguarding the welfare and safety of children and young people at all times.	CV/SS, I
S10	Ability to prioritise work under pressure and to be self-motivating.	CV/SS, I
S11	To work with other team members to design and implement administrative procedures and processes that will meet the needs of the service.	CV/SS, I
S12	Experience of evidencing the impact of work with children and families	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	CV/SS, I
C2	Willingness to participate in supervision sessions and in the Performance, Review and development process.	CV/SS, I
Qualifications		
Q1	Educated to GCSE level or equivalent.	CV/SS, C
Q2	A commitment to ongoing professional development.	

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**

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- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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