



Job description			
Job title	Adoption Support Team Manager		
Grade	Q SCP 48-49		
Directorate	Children and Young People		
Service/team	Adoption in Merseyside		
Accountable to	Joanne Parry		
Responsible for	Adoption Support Team AIM including senior social workers, support workers and social workers		
JE Reference		Date Reviewed	June 2026

### Purpose of the Job

***Provide a brief summary of the overall purpose of the job, prioritising the key functions, no more than 1 paragraph.***

To manage and develop the delivery of Children's Social Care services by leading, motivating, organising and ensuring the supervision of a team of staff.

Under the supervision of a specified Head of Service, you will ensure that the needs of children, young people and their families are identified, safeguarded, met and monitored in accordance with the requirements of the Children Act, service policy, procedures and other relevant requirements. This will also include the management and supervision through meeting various legislative and regulatory standards.

To be accountable to the RAA Head of Service for the management and development of the Adoption Support Team and delivery offer, with responsibility for ensuring the quality of all aspects of work undertaken by the Team.

To ensure that service planning and delivery is based on evaluation of need and that performance meets Adoption National Minimum Standards, Regulations, and legislative requirements, as well as local and national targets.

To work collaboratively with colleagues across the RAA and partner agencies including DFE in planning and delivering high quality provision.



## 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.

You will promote the welfare and safeguarding of children, young people and their families in Adoption in Merseyside with Knowsley as the host LA.

1. You will ensure your team meet statutory duties within the legislation and regulatory framework.
2. Ensure assessments and planning actively promotes the participation of children, young people and their families; and the engagement of all relevant agencies involved in the adoption process.
3. You will take responsibility for ensuring the delivery of a high quality and effective service, in accordance with key performance indicators and service targets.
4. You will provide regular professional supervision in accordance with Council procedures to Social Workers and where applicable, alternatively qualified staff that demonstrates clear management oversight and decision making, is reflective, and is both supportive and challenging in nature. To monitor and manage the performance of staff, including regular scrutiny of casework, the use of performance indicators and targets and completion of audits.
5. You will prioritise and allocate work within the team to maintain service delivery and to ensure that eligible adopted children, young people and their families have their needs met in a timely and thorough fashion.
6. You will ensure the regular use of quality assurance processes in the scrutiny of and identify any additional areas of practice that require quality assuring.
7. You will undertake specific responsibility for key service areas as outlined within corporate plans and agreed with the Head of Service, including liaising with senior managers and members of the regional adoption agencies. To contribute to key service planning reports, including team, service and corporate plans.
8. You will produce reports and maintain records to a high standard in accordance with the Service guidance / policy and procedure, which reflect national guidelines using the relevant information technology.



Ensuring that all record keeping, including high quality case recording, accounting and records of other team activity, such as all meetings, is maintained and is available for reporting when required.

9. You will ensure that services are targeted, developed and delivered in accordance with local policy, legal requirements and best practice guidance. To ensure that the diverse needs of adopted children, young people and their carers / families are identified, met and regularly reviewed and plans updated, to reflect any subsequent changes. Ensuring that all casework is outcome-focussed and promotes anti-discriminatory practice.
  
10. You will participate in developmental activities as may be required, and to promote improvement of service or the use of resources. This may also include devising and delivering training. To ensure effective communication within the team and service area, and chair relevant meetings. To represent the Service in local and regional development initiatives. To have the ability to develop services and take a lead on specific service developments.
  
11. You will ensure the statutory duties of the Council are fulfilled and met in accordance with legal and regulatory requirements and service responsibilities in relation to statutory reviews, in accordance with the particular responsibilities of the post; taking into consideration the regional adoption agency's/Councils duty to promote and safeguard a child's welfare. Ensure the recruitment, induction and training of staff in line with service policies. To support, develop and assess relevant staff in relation to appropriate qualifying and post qualifying frameworks.
  
12. You will pursue appropriate personal and professional training and development opportunities as and when they occur, to ensure compliance with Social Work England and Directorate standards / expectations. To meet the requirements identified in Knowsley's Progression Policy.
  
13. You will comply with all the Council's Standing Orders and Financial Regulations. Plan, monitor and review expenditure and financial commitment against the budget to ensure services are provided within cost limits and that services represent good value for money.
  
14. The post holder must carry out their duties with full regard to the regional adoption agency/Council's Corporate Plan, the Corporate Equality and Diversity Policy, Health and Safety Policy and Social Inclusion Strategy.



Any other duties (commensurate with the grade) which will assist the Service in meeting its objectives.

The post holder is responsible for the safeguarding and promoting the welfare of children and / or vulnerable adults.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

### 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.