

Job Description

Job Title: Independent Chair

POSCODE:

Grade: P3

Overall purpose of the job

To fulfil the role of Independent Reviewing Officer and / or Child Protection Conference Chair in accordance with the Children Act 1989, Children and Adoption Act 2002, Care Planning, Placement and Review Regulations, Independent Reviewing Officer Handbook 2010, Children (Leaving Care) Act 2000, Children Act 2004 and Working Together to Safeguard Children 2023.

To review the care plans / pathway plans for children in care and chair statutory Child in Care Reviews, and / or to chair Children Protection Conferences.

To provide consultation to the wider service and partner agencies on practice issues within the team's areas of expertise including Child Protection procedures and children in care.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	To implement the guidance from the IRO Handbook statutory guidance for Independent Reviewing Officers in relation to case management and review for children in care.
2.	To manage the Child Protection Conference decision-making process and in the absence of a majority decision, take the decision regarding the need for children and young people to be made the subject of Child Protection Plans.
3.	To independently chair other relevant meetings such as Secure Accommodation Reviews or Placement Breakdown Meetings, as required.
4.	To ensure that practice is person-centred, and to ensure that children's views and wishes are sought and appropriately represented within all decision- making meetings.
5.	To ensure that all children/young people are enabled to make a meaningful contribution to their meetings.
6.	To undertake a quality assurance role in relation to children in need of protection or in care, by actively monitoring practice standards, systems and processes and identifying any practice deficits in order to improve service delivery for children, young people and their families.
7.	To actively engage in discussion with Senior and Operational Managers identifying areas of good practice and challenging poor practice where necessary.
8.	To ensure that the quality of casework presented to the service is monitored and that managers at all levels within Childrens Social Care are made aware of any cases that do not meet professional standards.
9.	To identify any shortfalls in practice standards, corporate parent responsibilities or in the provision of resources for Children in Care, according with the requirements of the Adoption Act 2002.
10.	To be actively involved in working groups and panels where required. To monitor thresholds in relation to the safeguarding of children.
11.	To robustly monitor the effectiveness of multi-agency arrangements to implement safeguarding arrangements.
12.	To maintain effective administrative systems within timescales and to ensure that the records of meetings are of a high standard and accurately reflect the discussion and decision making at those meetings.

13.	To ensure that the records and plans arising from all meetings are produced and distributed within statutory timescales.
14.	To assist in the delivery of Cambridgeshire's Quality Assurance Framework using performance indicators and management targets to ensure the best outcomes are achieved for children.
15.	To audit cases on themes identified locally to ensure safety of practice.
16.	To be an active member of the Quality Assurance and Practice Improvement service and to contribute to strategic policy and procedural developments.
17.	To contribute as required to the work of the Local Safeguarding Board.
18.	To represent the Local Authority at Multi Agency Public Protection (MAPPA) meetings as required and any other meetings identified.
19.	To undertake presentations of the outcomes of audits or individual Management Reviews to a variety of audiences.
20.	To undertake peer supervision as required.
21.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
22.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.
23.	<p>Safeguarding commitment <i>(Include for roles involving work with children/vulnerable adults)</i></p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
	Professional Social Work qualification	Essential
	Relevant post-qualifying studies	Desirable
	Registration with Social Work England	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge	Detailed knowledge of the Children Act 1989, Working Together to Safeguard Children 2023, Care Planning Placement and Review Regulations, the IRO Handbook and other relevant legislation, guidance and research findings.	Essential
	Knowledge of children's welfare and development.	Essential
	Knowledge of the financial entitlements of service users.	Desirable
	Knowledge and understanding of good customer care.	Essential
Skills	Experience of chairing multi-disciplinary meetings.	Essential
	Promote effective working relationships with teams, service areas and partner agencies, and able to effectively manage the interaction of people with different perspectives.	Essential
	Excellent analytical and risk assessment skills. Ability to think creatively about problem-solving.	Essential
	Knowledge of risk management processes and the ability to assess and manage risk professionally and organisationally.	Essential
	Effective organisation and time management skills, in order to meet service objectives and deadlines.	Essential
	Ability to disseminate information to Social Care staff and Senior Managers.	Desirable
	Experience and skills in ability to transfer knowledge and skills to staff and colleagues	Desirable

	through peer supervision, coaching, mentoring, training and co-working.	
	Ability to use IT systems effectively.	Essential
	Ability to contribute to departmental and inter-agency monitoring and audit systems.	Desirable
	Ability to work co-operatively as a member of a team.	Essential
	Ability to contribute to the development and implementation of safeguarding policies and procedures.	Desirable
	Ability to travel between locations both within and outside Cambridgeshire's county borders	Essential
Experience	At least 5 years post-qualifying experience of working with children in need of protection and / or children in care	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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