

**LONDON BOROUGH OF LEWISHAM****JOB DESCRIPTION**

As at May 2026

Prepared by Sarah Sturge

Department:	Children & Young People's Directorate	Name:		Post No.
Division:	Family, Quality and Commissioning	Designation:	Independent Reviewing Officer	Grade: SCP 41-43
Group:	Safeguarding and Quality Assurance Service	Reports to:	IRO Team Manager	Post No:
Section:		Designation:		Grade:
Sub-section:				

**MAIN PURPOSES OF THE JOB**

To assure the quality of work with Children in our Care in Lewisham Family Help and Care, and to ensure performance is maintained

To chair statutory reviews of Children in our Care in accordance with legislation, and to ensure plans for children progress appropriately

To contribute to the development of practice in relation to children in our care in Lewisham

To provide advice and consultation to social workers and team managers on specific issues of complexity

**SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:****a) Practice & Audit**

1. To be accountable for decision making in looked after reviews
2. To convene and record review outcomes and reports in LCS within statutory timescales
3. To provide a key role in problem resolution. To work with complaints officers, and advocates, where necessary, for the resolution of a problem.
4. To promote practice that acknowledges that becoming looked after is a final option for children and that the majority of children do best supported within their family of origin
5. To promote and model practice that is respectful of children and of parents, and takes full account of their views, rights and responsibilities.
6. To undertake and record mid point monitoring to ensure progress is underway in meeting the child's agreed plan and any significant changes or concerns are addressed.
7. To identify, record and escalate any concerns in relation to planning and achieving

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		Signature by or on behalf of Chief Officer:

Post No.

outcomes for children in our care.

8. To make recommendations regarding the safety of children in our care
9. To represent the department at local practice based fora.
10. To contribute, at the request of the IRO team manager or the Safeguarding and Quality Assurance service manager to internal and inter agency planning groups and meetings with regard to planning and development of services for children.
11. To be responsible for monitoring, developing, maintaining and improving local quality assurance systems.
12. To liaise with operational staff and managers to ensure proactive implementation of decisions from looked after children's reviews.
13. To undertake audits and evaluation of work with children in our care, contributing to cross cutting audits as appropriate.
14. To closely monitor the integrity of LCS and Performance related data within the responsibility of the postholder
15. To undertake all related administrative tasks involved in providing and monitoring the decisions and practices related to planning for children in our care to ensure that targets are met.
16. To report to the IRO Manager any shortfalls in performance or service delivery, and to actively seek to rectify such shortfalls
17. To actively seek out opportunities for collaborative working with other agencies in the interests of improved planning and service delivery for children.

### **b) Budgetary Responsibilities**

1. To be aware of both Departmental and Divisional resource availability while applying the principles of best value to decision making in relation to children in our care reviews other planning fora for children.
2. To maintain a professional knowledge of the division's/directorate's/council's financial position
3. To alert the Safeguarding and Quality Assurance Manager to any predicted budgetary pressures arising from specific plans for children, or to any potential cost savings.

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**c) Performance Management**

1. To be responsible for the performance of children in our care reviews, including consultation with children in our care within the responsibility of the postholder.
2. To provide regular monitoring information regarding the work undertaken, for use by operational managers

**d) Other duties**

1. To be flexible in supporting the needs of the Safeguarding and Quality Assurance service as a whole which may entail occasional chairing of other complex multi agency meetings.
2. To undertake any other duties commensurate with the job's grade and scope.

**f) Contacts**

Managers and officers across the council at all levels

Managers and officers across the division/directorate at all levels

Staff and managers at all levels in other agencies – health, education, probation, police, voluntary sector, faith organisations, forensic services

Children & young people, parents and carers and their representatives

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