South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Registered Manager – Children's Residential Care

GRADE: Band 8

RESPONSIBLE TO: Service Manager – Placements

RESPONSIBLE FOR: Leading on the effective delivery of Children's Residential Care Home

Overall Objectives of the Post:

As Registered Manager you will ensure the day-to-day care of young people is of the highest quality and in accordance with the values and principles of the service, regulations and best practice. You will ensure the provision of care and recording is of the highest possible standard. You will lead on the continued development of quality assurance processes which ensure care, safeguarding and support continues to develop in order to meet the current and future needs of our children and young people. You will be responsible for ensuring data, finances and performance of the home is accurate, timely and of the highest standard. You will work closely with peers across the wider service and partners to ensure our high standards and aspirations for young people are achieved.

The Registered Manager will ensure the day-to-day care of children and young people is of the highest quality and in accordance with the values and principles of the service. You will ensure the provision of care which includes key working duties by the residential staff is of the highest possible standard. You will lead on the continued development of quality assurance processes which ensure outcomes are achieved and that interventions and direct work undertaken within the home, is of the highest quality and develops in order to meet the current and future needs of children. You will be responsible for ensuring data and performance of the service and those who work within it is accurate, timely and of the highest standard.

As Registered Manager you will ensure your practice and the systems and processes which are in place are commensurate with the Quality Standards for Children's Home and Children's Homes Regulations. This role will lead and develop the service to achieve its vision of providing support to children, young people and their families as set out it the Children's Homes Statement of Purpose. Through the delivery of high quality, reflective supervision, management and oversight of the Deputy Managers, you will support them in managing the residential team. You will ultimately take the lead responsibility for all budget tasks, signing off risk assessments, health and safety and recordings in line with the smooth running of the home.

Key Responsibilities of the Post:

1. ***You will be responsible for leading on the delivery of a high quality residential provision. You will achieve this by:***

    - Ensuring that within all practice undertaken by those who work within the Children's Home that the voices of children, young people and families' are heard and valued as part of planning, intervention and decision making as well as ongoing service development.

Your role will involve leading and challenging the Deputy Managers to ensure they are supporting and challenging the residential workers to practice in this way.

- Leading and supporting the team to work in partnership with colleagues from other agencies to develop and deliver coordinated packages of support as identified in a child's Care Plan.
- Working across the wider service and throughout the partnership to define and develop the Service, ensuring a strong and effective working relationship is maintained.
- Ensuring the service is identifying and supporting children who are involved in risk taking behaviours by having diversion plans in place. You will be responsible for maintaining a tight management oversight on need and risks, ensuring those practicing within the Children's Home have the training and support to work effectively within policy and processes that promote best practice.
- Role modelling and developing the skills of staff to deliver positive preventative practice which is effective in reducing risk taking and unsafe behaviours. In addition you act as a role model for the Deputy Managers in all areas relating to the effective line management of people.
- Development of all documents and plans in line with the Children's Home Regulations and wider service with a view to continually striving to improve practice and ensuring Quality Standards are met.

2. ***You will be responsible for leading and having robust oversight of the care and direct work undertaken with the children and young people who being looked after in the Children's Home ensuring the safe and robust practice of the residential workers. In addition to the areas highlighted in section one you will lead and take ownership of this by:***

- Ensuring the Deputy Managers and residential team meet the needs of a child or young person in accordance with their age and stage of development.
- Ensuring the Deputy Managers and residential team providing high quality hand-over meetings, records and other residential duties in line with best practice standards and in line with the Quality Standards for Children's Homes and Children's Homes Regulations.
- Ensuring the fabric of the building, equipment and grounds meet the Quality Standards for Children's Homes and Children's Homes Regulations, assisting with risk and resource management and Health & Safety requirements.
- Being accountable, as a Registered Manager, for the delivery of the highest possible quality of care that meet inspection criteria in line with the registered manager's status and legal requirements of the post.
- Providing high quality, regular reflective supervision to residential staff in accordance with the overall Children and Families Social Care culture and policy. Within the supervisory role this will include ensuring the practice standards of others are compliant with best practice; where this is not the case, you will be expected to address these in line with the council's sickness, capability or disciplinary policies.

3. ***You will be responsible for working as part of a team both within the service and across the wider Children and Families Social Care Service. You will achieve this by:***

- Providing positive care, support and appropriate boundaries to children and young people.
- Either directly, or indirectly through the Deputy Managers ensure all staffing, sickness and personnel issues are dealt with effectively, in a timely manner and in accordance with policy and protocol, escalating issues, where relevant to the Service Manager for Commissioning and Development and/or Human Resources.
- Ensuring the maintenance of accurate and timely records across all areas of work and interventions within the service, producing reports as required. You will ensure that staff

performance is of a high standard and that people are aware of how they contribute to the overall delivery of the service.

- Ensuring that the service delivers value for money, that all budget and financial arrangements are robust, adhered too and accountable. You will have responsibility for the development and daily management of an effective and flexible rota which meets the needs of the child/young person's Care Plan.
- Working predominantly office hours, however there will be occasions where you will be required to be flexible to ensure service delivery is in line with the needs of the home.

4. You will be responsible for ensuring your practice is in accordance with the organisations values, principles and policies. You will achieve this by:

- Role modelling best practice ensuring you practice with integrity and that professional judgements promote and are respectful of culture, language, ethnic origin, faith, gender, sexual orientation and disability, so that rights and responsibilities are respected. You will be responsible for ensuring the residential workers practice to these standards and are supported to do so. Where practice is not at the required standard you will take action manager.
- Ensuring you are preparing for and attend supervision and an annual appraisal with your line manager and that you provide this for others.
- Ensuring you remain current in your practice in relation to the intervention tools and techniques used within your daily work and your management role; ensuring you attend and seek out training, development and research to inform your practice. You will also lead on the development and implementation of the learning and development of residential workers, ensuring knowledge and skills are routinely refreshed in line with professional development and Children's Homes Regulations.
- Ensuring you and your team are up to date and familiar with current legislative changes and policies and procedures.
- Leading on the cultivation of excellent working relations with the Community, Voluntary and Independent sectors to ensure that new models of service delivery effectively meet the needs of children and young people in the future.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: CM/CL

Date: 1.08.19