

**Job Description**

**Job Title:** Children’s Home Registered Manager

**Salary Grade:** Grade 9

**SCP:** 37-41

**Job Family:** People Care

**Job Profile:** PC5

**Directorate:** Social Care

**Job Ref No:**

**Work Environment:** Children’s Home

**Reports to:** Strategic Service Manager

**Number of Reports:** Up to 20 (varies with zero-hour relief contracts)

**Purpose:**

To manage and supervise others in the delivery of services to ensure the safeguarding and independence of clients and the community.

To fulfil the duties of a Registered Manager, managing a team of residential workers in providing direct care and support for up to 6 looked after young people.

**Key Responsibilities:**

To ensure that the practice within the home is compliant with and driven by the Children’s Homes Regulations and Quality Standards.

To ensure that work within the home is informed through research-based practice, shared good practice and changes in statutory and regulatory guidance.

To have excellent communication skills both written and verbal, demonstrated through interaction with team members, young people and other professionals on a daily basis to manage the home and all aspects of residential care.

To risk assess all potential admissions to the home and as Registered Manager, exercise their legal responsibility for all placement decisions.

To lead on the supervision and development of the staff team. Take the lead in ensuring that the workers are sufficiently qualified and skilled in working in residential care and can manage challenging behaviour and defuse difficult situations.

Independently and daily to ensure that the home runs smoothly and strike the right balance between empowering staff and yet knowing when guidance and a management decision is required. This will include HR issues, complaints, leading team meetings and representing the service at management meetings.

To ensure effective monitoring of the home through the development of robust quality assurance processes that clearly demonstrate management grip, evidence of the positive impact that the home has on each young person and evidence of support and constructive challenge to staff.

To recognise and act upon potential child protection concerns and to lead on co-ordinating with the children’s social workservice, police, LADO and HR service to convene appropriate meetings.

To lead on ensuring that the children’s home and the staff are team are inspection ready and that that they can describe and link their work to the Framework for Inspection, The Children’s Homes Regulations and Quality Standards. This will include responding to Ofsted requirements and recommendations and making sure that an effective action plan is formulated and acted upon following inspection.

To ensure that the service can meet the needs of all young people by ensuring that the home is safe, welcoming, homely and maintains a high quality of material standards creating a happy place to live and work.

In the light of service demands, taking the lead on ensuring that resources are planned and allocated appropriately, budgets are managed over the financial period identifying potential increase in demand e.g. holidays and Christmas. By devising creative solutions to ensure that resources are utilised to their maximum, this will include the management of a staff rota, use of relief staff and management of staff attendance, capability and conduct.

In negotiation with team members and young people ensure that issues are resolved amicably and that complaints are dealt with, wherever possible, at an early stage and do not progress to stage 2 complaints.

Ensure that staff within the home are compliant in their practice with relevant policies and procedures. These will include the Joint Agency Protocol to Reduce Offending by Children in Residential Care, Missing from Care procedures and Safeguarding procedures.

To utilise available technology to manage own workload and those of team members, for example using excel spreadsheet to monitor training and devising rotas.

Providing management reports as requested internally including monthly management reports to the Strategic Service Manager and externally for Ofsted in the form of the Quality of Care Review. These would include performance review as well as planned actions for improvement within available budgetary limits.

To use discretion and initiative, taking full responsibility for the operation of the children’shome with minimal intervention from the Strategic Service Manager.

To use agreed supervision and appraisal tools to set objectives, improve practice and develop personal development plans closely allied to the overall objectives of the service and improvement of Ofsted judgements and outcomes for young people.

By ensuring that the core purpose of the service is promoted and achieved in the face of adversity. This may include direct work with service users by undertaking evening and weekend shifts to cover absence.

To work closely with other Registered Children’s Homes Managers and the Strategic Service Manager to deliver a consistent “one service” approach. This will include writing policies and protocols for the homes that make clear the roles and responsibilities of other workers, services and agencies and will ensure equality of service for all of the young people living in our homes.

To ensure that the home has an up to date Statement of Purpose and Young People’s Guide that clearly describes the service and in order to provide a structure for the service which is clearly understood by staff, colleagues and service users.

To take the lead in developing new working practices that will be shared across the homes to improve efficiency and effectiveness and improve the overall experience and outcomes for young people.

**Additional Information/Other Requirements:**

The post holder must hold a Level 5 Diploma in Leadership for Health and Social Care and Children and Young people’s Services with Children and Young people’s Residential Management Pathway (or equivalent)

The post holder must have a minimum of 5 years’ experience of working in a children’s home, at least 2 of which need to be at a senior level.

Must have an excellent knowledge of the Children’s Homes Regulations and Quality Standards.

Must have a good level of IT skills.

 Must be able to meet the travelling requirements of the post.

Must be able to work flexible hours as required by the post.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for or come into contact with.

In addition, this post operates within the context and requirements of the Children Act 1989 and the Children and Young Person’s Act 2008

**Author**: Sharon Willis

**Date**: September 2019



**Person Specification**

**Job Title: Children’s Home Registered Manager**

**Role Profile reference: PC5**

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| **Essential Requirements**  |
| **Qualifications:*** The post holder must hold a Level 5 Diploma in Leadership for Health and Social Care and Children and Young people’s Services with Children and Young people’s Residential Management Pathway (or equivalent)
 | Application Form Interview |
| **Experience of :*** The post holder must have a minimum of 5 years’ experience of working in a children’s home, at least 2 of which need to be at a senior level.
 | Application Form Interview |
| **Knowledge and understanding of:*** Must have an excellent knowledge of the Children’s Homes Regulations and Quality Standards.
* Social Care Common Inspection Framework
* The Children Act
 | Application Form Interview |
| **Ability to:*** Able to effectively use a PC to prepare documents, record information or input data.
* Write detailed plans and reports as required.
* Deliver good outcomes for young people through monitoring, reviewing, evaluating and planning for the children’s home.
* Manage a staff team, including delivering robust supervision and appraisal.
* The ability to work outside of normal working hours to meet the needs of the service.
* Work effectively despite changes in colleagues, settings and environment as well as changing working hours and working weekends.
* Meet the travel requirements of the post
* To share information and obtain information from others through excellent written and verbal communication.
 | Application form Interview  |
| Commitment to Equal opportunities  | Interview |

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