

REGISTRED CHILDRENS HOME MANAGER

JOB DESCRIPTION

1. **The Job**

1.1 **POST TITLE:** Registered Manager

1.2 **LOCATION:** Newcastle upon Tyne

1.3 **REPORTING TO:** Director

1.4 **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Director. The Registered Manager will be responsible for all staff working within or from the Children's Home as identified by the Director.

1.5 **DESCRIPTION OF ROLE:**

The post holder will be responsible for managing all aspects of running the Home, for medium to long term planned placements to ensure young people are supported and prepared to move on to independent living.

To ensure that high levels of emotional and physical care, appropriate activities, comfortable accommodation and the service of keyworkers are planned, provided and applied in accordance with home's Procedures and Strategies.

1.6 **CONTEXT OF THE POST:**

This post has been identified as being specific to the Statement of Purpose relating to the Services provision of a medium to a long term placement home.

The post holder will be the 'Registered Manager' for the home as specified in the Children's Homes Regulations 2015. The home will provide medium to long-term placements for young people where the plan indicates this to be the most suitable intervention. Therefore, emotional sustainability, sound partnership practice, verbal and written communication techniques, the ability to form lasting relationships, commitment to working issues through, to be tenacious in working in a planned way to achieve the best outcomes for the young person through establishing small achievable targets are required.

1.7 DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST:

- 1.7.1 To be responsible for the management, co-ordination and development of a range of quality services for young people referred and/or accommodated within the home.
- 1.7.2 To promote the practice of working in partnership with young people, their families, other staff within Evolution Children Services, and other agencies, in order to meet the needs of young people.
- 1.7.3 To provide effective leadership by implementing organisational strategies, in order to enable objectives of Evolution Children Services to be achieved.
- 1.7.4 To promote team development and effective team working.
- 1.7.5 To maximise the effectiveness of staff through motivation, development and the application of Evolution Children Services personnel policies.
- 1.7.6 To take the lead in setting standards and evaluating achievements; to take a proactive role in securing improvements in the quality of services provided by Evolution Children Services.
- 1.7.7 To contribute to the development of corporate policies and service initiatives, aimed at improving the service provided by Evolution Children Services.
- 1.7.8 To ensure that there is a Statement of Purpose in place, which is appropriate to the needs of young people and outlines qualifications, experience and expertise of the staff employed within the home.
- 1.7.9 To set and review targets and objectives for the home's staff team in order to ensure that work is focused and has clear direction.
- 1.7.10 To provide operational management of the staff team and to deploy appropriate staff resources in order that key tasks are fulfilled. To ensure that sufficient back up resources are available in emergency/out of hours situations including participation in an out of hours 'On-Call' rota.
- 1.7.11 To have line management responsibilities for a staff team, ensuring that all staff receive appropriate induction, supervision and appraisal.
- 1.7.12 To be responsible for ensuring a full flow of information into and out of the team and to develop effective communication strategies and systems which assist staff in the operation of their duties.
- 1.7.13 To take a lead role in the gate keeping and allocation of a range of services provided to meet the identified needs of young people.
- 1.7.14 To ensure that the staff team are enabled to undertake such duties with young people who are non resident or who have been resident in order to provide

continuity of care where appropriate or to avoid admission to the looked after system where this is in the best interest of the young person concerned.

- 1.7.15 To be responsible for the effective management and development of a range of quality direct services to young people. To ensure that the policies and procedures of Evolution Children Services are implemented.
- 1.7.16 To actively participate in recruitment, grievance, disciplinary, health and safety and other staffing matters with support from the Director.
- 1.7.17 To ensure that staff training and development needs are identified and ensuring that those needs are met. To assist in training staff as required.
- 1.7.18 To ensure that all Health and Safety Regulations are complied with in accordance with Evolution Children Services policies, procedures and practices.
- 1.7.19 To regularly inspect the condition of the structure, fabric, furnishings and fittings of the building to ensure that all necessary equipment, etc. is in good working order and of a reasonable and acceptable standard of repair.
- 1.7.20 To ensure that effective finance budgets, control, administration and records comply with Evolution Children Services expectations and procedures.
- 1.7.21 To promote and implement the companies equal opportunities policy and anti-discriminatory practice.
- 1.7.22 To ensure that staff understand and implement the companies Child Protection and Safeguarding Procedures.
- 1.7.23 To undertake any other such duties as required by the Director, commensurate with the grade of the post.

Note: This post is non residential, but the post holder may be required to be part of a management rota providing out of hours support for the Company.

1.8 COMMON DUTIES AND RESPONSIBILITIES

1.8.1 Quality Assurance

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and Company requirements are met and that the highest standards are maintained.

1.8.2 Communication

To establish and manage the team communications systems ensuring that the Company procedures, policies, strategies and objectives are effectively communicated to all team members.

1.8.3 Professional Practice

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Company stated objectives of continual improvement in quality of its service to internal and external customers.

1.8.4 Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

1.8.5 General Management

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the companies policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

1.8.6 Financial Management

To manage a designated budget (as required) ensuring that the company achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

1.8.7 Supervision and Appraisal

All members of staff will receive supervision and appraisal and it is the responsibility of each member of staff to follow the companies procedure in respect of supervision and appraisal.

1.8.8 Equality and Diversity

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have developed policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

These policies apply to all employees of Evolution Children Services.

1.8.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

1.8.10 **Induction**

Evolution Children Services has in place an induction programme designed to CWDC standards to help new employees to become effective in their roles and to find their way in the organisation.

1.1 Physical Conditions/Location

Newcastle upon Tyne

Pay and Conditions

STARTING SALARY:	£Neg
LEAVE:	28 days per year
HOURS:	37.5 hours
RESPONSIBLE TO:	Director
PROBATION:	Appointments are subject to satisfactory completion of a probationary period, normally 6 months.
CRB DISCLOSURE	An Enhanced Disclosure and Barring Service Check will be required for this post.
SMOKING:	Your attention is drawn to the fact that Evolution Children Services has a 'No Smoking' policy at all of its establishments.

1.2 Legal and Statutory Responsibilities

All staff must be prepared to comply with Evolution Children Services Health and Safety policies and attend relevant statutory training as required.

Evolution Children Services is committed to diversity and inclusion of staff and service users. All staff are required to demonstrate their commitment to these policies in their day to day work and to treat others with dignity and respect at all times.

1.3 Corporate Responsibilities

All staff are expected to demonstrate a commitment to the vision, aims and core principles of Evolution Children Services Limited and be prepared to contribute towards these aims within their staff team.

PERSON SPECIFICATION – CHILDREN’S HOME RESIDENTIAL MANAGER

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	In possession of a recognised qualification NVQ Level 4 in Childcare (r equivalent) as well as holding a RMA or recognised management qualification. Or In possession of or working toward Level 5 Leadership and Management	Any of the following: Dip.SW or equivalent. NVQ Level 4 in Management or equivalent. Level 5 Leadership and Manage	Application form.
EXPERIENCE	3 years’ experience working with children in the last 5 years and at least 1 year at senior/ supervisory level. Supervision or management experience. Working with young people and their families. Work in a residential setting. Inter-agency work.	Any of the following: Budget management. Familiarity of IT systems. Developing and monitoring systems. Human resources practices. Supervision and delivery of training, e.g. NVQ Assessor. Organising and co-ordinating delivery of services.	Application form.

<p><u>KNOWLEDGE AND UNDERSTANDING</u></p>	<p>Children Act 1989 and associated regulations and practice guidance, e.g. Howe, Warner, Utting, etc. The Children's Homes (England) Regulations 2015 Current Ofsted Inspection Framework Procedures including Child Protection and Children in Need. Policies including Assessing Outcomes, Children's Rights, Equal Opportunities. National Minimum Standards and Children's Homes Regulations. Care planning and reviewing process. Risk and risk management.</p>	<p>Any of the following: Human resources practices. Range of social care services provided to children and their families. Working knowledge of quality assurance systems, i.e. Aiming for Excellence. Health & Safety Regulations.</p>	<p>Selection process. Work examples.</p>
<p><u>SKILLS ABILITIES</u></p>	<p>Ability to plan and implement plans effectively. Assessment skills including risk assessment and management. Good interpersonal skills with an ability to support colleagues, young people and parents. Good communication skills with the ability to express ideas clearly both orally and in writing. Ability to work effectively in partnership with other agencies. Active listening and observational skills. Strong leadership skills.</p>		<p>Selection process. References.</p>

	<p>Ability to motivate and enable others. Ability to form lasting and professional relationships.</p>		
<p><u>BEHAVIOURS</u></p>	<p>Stability: Emotional resilience and maturity. Balanced perspectives. Creativity: Ability to be imaginative but practical about childcare. Drive to see things through. Flexibility: Capable of performing a wide variety of tasks. Ability to establish and work through long term goals for young people. Ability to sustain and work through placement issues thus reducing unnecessary moves for young people. Fitness: To be 'fit' to manage the home in accordance with current Children's Homes Regulations.</p>		<p>Selection process. References. Personality profile. DBS check. 'Fitness' Interview with Ofsted..</p>