TAMESIDE METROPOLITAN BOROUGH COUNCIL

PEOPLE - CHILDREN’S SERVICES

**POST: TEAM MANAGER (Residential Children’s Homes)**

Job ID: DH26

GRADE J –

Working arrangements: Hours to be worked flexibly to meet the needs of the Service*.*

**JOB DESCRIPTION**

**POST OBJECTIVES:**

1. To undertake the registered manager role for Boyds Walk Children’s Home.
2. To be responsible for the organisation, management supervision and safe care of for children and young people resident at the home in conjunction where appropriate with their families. .
3. To be responsible for the team based development of high quality looked after children and short break care practice by ensuring that work is appropriately planned, critically evaluated and reviewed and that key performance indicators are met.
4. To contribute to the overall strategic planning and management of the service and to the development of high quality services.
5. To lead the team ensuring that the functions of the Service are carried out effectively and in accordance with the legislation, regulations, guidance standards and local procedures and priorities.
6. To continually improve services in the light of service user views, performance data and stakeholder feedback, working with multi disciplinary professionals to promote appropriate care packages for disabled children and their families. .
7. Management of People
   * To manage the Team in line with Service policy, procedure and guidelines
   * To implement the Council’s Supervision Policy particularly as it relates to residential staff
   * Adhere to the Council’s Human Resource Guidelines for Managers, with particular

reference to:

* + 1. Recruitment and Selection
    2. Disciplinary/Grievance/Capability Procedures
    3. Equal Opportunities Employment Code of Practice
    4. Attendance Issues, i.e. Annual Leave, Flexi Leave, Sickness Absence,

Compassionate/Special Leave, Flexible Working, Maternity Provision

* + 1. Exit Interviews
  + Address issues concerning staff welfare in accordance with the Council’s policies for staff care
  + Comply with the Authority’s Health and Safety Regulations
  + Ensure induction of new staff joining the Team as per Children’s Services and residential home guidance.
  + Ensure that the training and development needs of staff within the Team are evaluated and actioned Ensure that the staffing practices of Team are in accordance with Council policy e.g. in relation to casual/temporary employment and are compliant with The Children’s Homes regulations and quality standards
  + Operate Personnel Practices within the Authority’s scheme of delegation and follow agreed processes with employees and Trade Unions.

1. Management of Finance & Resources
   * Management of all budgets held by the residential home Responsibility for budget monitoring and for the control of income and expenditure within approved levels.
   * Ensure that the Team operates within the Service’s Scheme of Financial Delegation, Council Standing Orders and Financial Regulations.
   * Manage allocation of work in accordance with priorities, ensuring that assessments,
   * Care plans and review functions are implemented where required and monitored and reviewed according to local procedures priorities and statutory requirements.
   * Maintain effective workload monitoring within the residential home
   * Contribute to the development of unit costs for the residential home activity.
   * Participate in out of hours management cover as appropriate to the residential home.
   * Contribute to proposals for cost effective use of resources within residential services Management/operation of Team to accord with Best Value principles.
2. Management of Quality & Performance

* + Responsibility for ensuring that work is undertaken to meet agreed standards but always striving for excellent practice that promotes children’s best interests
  + sustain and maintain a quality audit system within the service to ensure that the Team delivers services to the required standard and specifications.
  + Contribute to the management of quality in the residential Service.
  + Manage the performance of the residential home, setting individual Team targets.
  + Supervise staff in accordance with the supervision policy including the regular audit of practice and feedback to staff.
  + Share learning about good practice and to contribute to training and development activities to progress continuous professional development for all residential staff.

1. Service Decisions

Responsibility for decision making according to the Service scheme of delegation.

1. Business Planning

Contribute to the planning process of the Service and to develop, produce and monitor the Team Plan.

Develop appropriate systems in conjunction with the Systems Information Management Team for the collection of performance data and data analysis.

Provision of reports using required formats for presentation and analysis of data.

1. Continuous Improvement

Contribute to the devising, implementing and evaluation of changes within the involvement of front line staff to continually improve services, systems and standards, in conjunction with the Head of Service and the Children’s Services Management Team.

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COMMUNITIES, CHILDREN’S, ADULTS AND HEALTH - CHILDREN’S SERVICES

**POST: TEAM MANAGER (Residential Children’s Homes)**

**PERSON SPECIFICATION**

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|  | **Personal requirements of a successful postholder** | | | Category |
| 1. | **Education standard/qualification/membership of Professional**  **Institution (indicate grade)**     * Good general standard of education * Professional or vocational qualification required for service area (DipSW, NVQ Level 3 caring for Children and Young People/Residential Care and Family Support, Nursing qualification, RNLD). * Registered Manager status or be able and willing to attain this. * Level 5 Leadership and management qualification or equivalent | | | E  E  E  E  E |
| 2. | **Specialised Training**   * Legislation and requirements relevant to service area. * Management and Human Resource procedures * Managing Safety * Risk Assessment (Health & Safety) * Anti – Discriminatory Practice * Knowledge and experience of caring for children with disabilities and complex medical needs * Continuous Improvement * Project Management * NVQ Assessor * ICT | | | E  E  D  E  E  E  D  D  D  D  D  D |
| 3. | Experience Previous post qualifying experience of the relevant service area  Broad experience of staff supervision/practice supervision   * Experience of working with children and young people in a residential setting * Experience of care planning services for looked after children * Management of social care services or joint services * At least 2 years experience of supervising staff in a residential setting | | | E  E  E  E  E  E |
| 4. | **Key Skills and Competencies**   * Manage activities to meet requirements * Contribute to improvements at work * Develop teams and individuals to enhance performance * Develop your own resources * Develop productive working relationships * Provide information to support decision making * Manage the use of physical resources * Manage the use of financial resources * Manage the performance of teams and individuals * Respond to poor performance in the team * Facilitate meetings * Manage information for action * Ability to work effectively with families | | | E  E  E  E  E  E  E  E  E  E  E  E  E  E |
| 5. | | Key Knowledge  * Legislation, regulation and standards relevant to service area * Assessment and care planning process and procedures relevant to service area * Human growth and development and relationships * Planning and decision making structures and mechanisms relevant to the service area * Social care theory * Management theory and practice * Government and local objectives and targets for the service area * Role and function of key partner agencies in the statutory and voluntary sector * Knowledge of current developments in relevant service area | E  E  E  E  E  E  E  E  E  E | |
| 6. | | Key Aptitudes and Personal Qualities  * Ability to demonstrate leadership * Willingness and ability to make informed and timely decisions * Negotiation skills * Ability to identify, analyse and communicate complex information * Ability to communicate effectively in a variety of media * Ability to influence others * Ability to manage change * Personal integrity and flexibility * Public service orientation * Ability to manage stress and work under pressure * Able to work flexibly to meet the needs of the service | E  E  E  E  E  E  E  E  E  E  E  E  E | |

**For Information:**

**Category**

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.

(D) Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

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