

Job Outline

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| Post Title: | Children's Home Registered Manager |
| Location: | As directed |
| Section: | Care Services |
| Terms: | <p>£38,223 - £45,441 per annum</p> <p>Note: with effect from 01/04/2024 Salary will switch to The Birtenshaw Group Salary Scale and starting salary will be £43,000 per annum, increasing to £50,000 upon completion of probationary period and relevant Level 5 qualification</p> <p>37 hours per week arranged to best meet the needs of Birtenshaw</p> <p>Holiday Entitlement: 34 days including public holiday allowance</p> |
| Report To: | Head of Service: Care Services |

Overall Purpose of Job

To promote the welfare of children and young people and ensure they are protected from harm

To ensure that the Health and Social well-being of the children and young people conforms to Children's Homes Quality Standards 2015

To ensure regulatory compliance under the Children's Homes Regulations 2015 and Ofsted Framework for Inspection

To become the Registered Manager of a designated children's home following the due process of registration

To manage and supervise a team of Children's Support Workers

To ensure compliance with relevant legislation and organisational policies, whilst creating safe, positive, nurturing placements for children and young people

To provide a responsive service using appropriate methods of assessment and intervention within relevant statutory and company requirements

Key Responsibilities

Young People

- Assess the needs of young people
- Oversee key working and case management
- Contribute to the safeguarding of young people
- Devise and implement care placement plans

Partnership Working

- Contribute to the development and maintenance of joint working between workers, carers, young people and their families
- Contribute to the development and maintenance of joint working between partner agencies to the benefit of the child and their family

Staff Development

- Chair Staff Meetings
- Facilitate supervision and appraisal of staff
- Actively participate in personal supervision and appraisal
- Participate in training and personal development opportunities
- Engage in Continuous Professional Development

General

- To have overall management responsibility for the designated home including covering Duty manager Rota
- Carry out organisational objectives in line with relevant legislation
- Carry out organisational and service objectives in line with Birtenshaw `s strategic development objectives and as outlined in the service development plan for your service .
- Comply with the organisation's administrative and financial procedures
- Maintain accurate, well-kept and up-to-date records
- Fully utilise IT facilities and modern technology
- Promote Health and Safety at work
- Promote people's equality, diversity and rights
- Carry out duties in an appropriate and professional manner at all times

Key Tasks

1. Young People

Contribute to the assessment of individual young people's needs and circumstances in line with the Common Assessment Framework

Oversee the role of key workers and care support workers

Contribute to the planning, implementation and evaluation of therapeutic programmes to enable individual young people to manage their behaviour

Prepare, implement and evaluate agreed therapeutic activities

Review children/young people's individual needs and circumstances in line with statutory and departmental requirements

Provide a framework for the management of young people's behaviour

Support young people and, to some extent, their families to address issues which affect their health and social well-being

Promote young people's social and emotional development

Promote young people's sensory and intellectual development

Observe and assess the development and behaviour of children/young people

Represent young people's interests when they are not able to do so themselves

Establish and maintain relationships with parents/carers

Support young people experiencing a change in their care requirements and provision

Enable young people to maintain their personal hygiene and appearance

2. Partnership Working

Promote effective, professional communication and relationships with partners

Act as an advocate to ensure the best possible outcome for the young person

Establish and sustain working relationships with others

3. Staff Development

Promote and facilitate supervision, probation appraisal processes

Actively participate in personal supervision and appraisal

Promote and participate in training and staff development opportunities

Ensure the development and effectiveness of work teams

4. General

Contribute to the implementation of Birtenshaw strategic objectives

Carry out organisational objectives in line with relevant legislation

Implement the development / service plan for your nominated service

Comply with administrative and financial procedures

Maintain accurate, professional records in line with national guidelines

Fully utilise the IT facilities

Promote, monitor and maintain health, safety and security at work in line with the relevant legislation

Contribute to the development and maintenance of an environment and ethos where all people are respected and valued as individuals

Note

This job outline forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.

As a general term of employment, Birtenshaw may affect necessary change in job content, or may require the post holder to undertake other duties provided that such changes are appropriate to the employee's remuneration and status.

Person Specification

Post Title: Registered Manager

| CATEGORY | Essential (E) Desirable (D) | Application (A) Interview (I) Reference (R) |
|---|--|--|
| Skills | | |
| Ability to have overall management responsibility for a service | E | A + I + R |
| Ability to support and supervise other staff | E | A + R |
| Ability to manage own time and workload effectively which may include facilitating handovers, shift planning and shift debriefs | E | A + R |
| Ability to form and maintain professional relationships with staff and young people | E | A + I + R |
| Ability to contribute to Placement Plans and to involve young people in their development | E | A + I |
| Ability to support emotional and educational development of young people | E | A + I + R |
| Ability to work as part of a management team | E | A + I |
| Ability to manage challenging behaviour in a positive way | E | A + I + R |
| Ability to work calmly in difficult situations | E | A + I |
| Good communications skills (written and verbal) | E | A + I |
| Ability to produce professional, accurate and factual reports | D | A + I |
| Knowledge | | |
| Child development and theory of attachment | E | A + I |
| Children's Homes Regulations (2015) | E | A + I |
| Quality Standards for Children's Homes (2015) | E | A + I |

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|---|---|-----------|
| National Service Framework for Children's Services | E | A + I |
| Understanding of autistic spectrum disorders including recent research | D | A _ I |
| Causes of challenging behaviour | D | A + I |
| Evidence Based/ acknowledged Good Practice methods of addressing challenging behaviour and/or therapeutic interventions | D | A + I |
| Attitudes | | |
| Commitment to representing the organisation at all times | E | A + I + R |
| Commitment to working effectively and collaboratively with the line manager and peer group | E | A + I + R |
| Commitment to non-judgmentally caring for young people | E | A + I + R |
| Acknowledging the potential for personal growth/change in every individual | E | A + I + R |
| Actively promote the culturally and ethnically diverse ethos of Birtenshaw | E | A + I + R |
| Experience | | |
| Direct work with people who have a moderate to severe learning disability, and/or Autistic Spectrum Conditions, significant physical impairment and/or complex health needs | E | A + I |
| Within the last five years, worked for at least two years in a position relevant to the residential care of children | E | A + I |
| Worked for at least one year in a role requiring the supervision and management of staff working in a care role | E | A + I |
| Qualifications | | |
| Level 5 Diploma in Leadership and Management for Residential Childcare or equivalent or willingness to commence Level 5 Diploma within three months of appointment | E | A + I |
| Special Requirements and Environmental Factors | | |
| All candidates must be able to demonstrate a good attendance and performance record | E | A |
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|---|---|-------|
| Commitment to work flexibly to meet the needs of the service including weekend and some public holiday working. | E | A + I |
| Be available for 'out of hours' support | E | A + I |
| Actively promote 'No Smoking' and other company policies | E | A + I |