**Job Outline**

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

**Location:** As directed

**Section:** Care

**Terms:** Equivalent to NJC Point 33 – 40 £29,909 - £36,153

37 hours per week arranged to best meet the needs of Birtenshaw

Holiday Entitlement: 34 days including public holiday allowance

**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**
   * 1. Contribute to the assessment of individual young people’s needs and circumstances in
     2. line with the Common Assessment Framework
   1. Oversee the role of key workers and care support workers
   2. Contribute to the planning, implementation and evaluation of therapeutic programmes to enable individual young people to manage their behaviour
   3. Prepare, implement and evaluate agreed therapeutic activities
   4. Review children/young people’s individual needs and circumstances in line with statutory and departmental requirements
   5. Provide a framework for the management of young people’s behaviour
   6. Support young people and, to some extent, their families to address issues which affect their health and social well-being
   7. Promote young people’s social and emotional development
   8. Promote young people’s sensory and intellectual development
   9. Observe and assess the development and behaviour of children/young people
   10. Represent young people’s interests when they are not able to do so themselves
   11. Establish and maintain relationships with parents/carers
   12. Support young people experiencing a change in their care requirements and provision
   13. Enable young people to maintain their personal hygiene and appearance
2. **Partnership Working**
   1. Promote effective, professional communication and relationships with partners
   2. Act as an advocate to ensure the best possible outcome for the young person
   3. Establish and sustain working relationships with others
3. **Staff Development**
   1. 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

1. **General**
   1. Contribute to the implementation of Birtenshaw strategic objectives
   2. Carry out organisational objectives in line with relevant legislation
   4. Implement the development / service plan for your nominated service
   5. Comply with administrative and financial procedures
   6. Maintain accurate, professional records in line with national guidelines
   7. Fully utilise the IT facilities
   8. Promote, monitor and maintain health, safety and security at work in line with the relevant legislation
   9. 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**

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| **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 |
| 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 |
| At least 12 months experience working in a children’s home | E | A + I |
| At least two years supervisory or managerial experience, preferably in a children’s home or as a minimum in a children’s services setting | 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 |
| 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 |