



## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** Registered Manager – Residential Homes

**Reporting to:** Responsible Individual

**Home size:** 2 bed EBD

**Notice Period:** 6 months

**Responsible for:** Staff team, standards of care provided for children and young people, building management, health and safety requirements and financial management

**Salary :** 40,000 – 55,000

### **Who we Are**

Finchley House provides residential care for young people with Behavioural and Emotional Difficulties (EBD) aged between 8 and 17 years as identified in their personal Care Plans. Finchley House is able to provide care and accommodation for children and young people requiring medium to long term placements.

The Home can meet the needs of the following groups of young people:

- Young people whose challenging behaviours cause serious harm to themselves or others
- Young people who have been abused, emotionally, physically or sexually
- Young people who have specific difficulties in their lifestyle – e.g., substance misuse, sexual exploitation, arson (risk assessed). This is not an exhaustive list.

### **Purpose of job, Professional Responsibilities and Duties:**

- To ensure the service and staff team provides high quality care for children and young people with social emotional and behavioural difficulties, mental health needs (SEMH) and/or learning difficulties and autism that is in line with the Quality Standards, Children's Homes' Regulations and Ofsted Inspection Frameworks.
- To ensure that practice is of high quality and promotes the safeguarding and development of children and young people needs

- To ensure the voice of children and young people is heard and that their participation and involvement helps to influence all aspects of the service, including service improvement
- To provide support and development of staff working within the home, including staff recruitment, induction, supervision, annual reviews, training and development
- To directly lead and supervise staff to work effectively with children and young people who as a result of their experiences and/or disability may display a range of behaviors both externally and internally. Behaviours may include violence and aggression, self-harm, suicidal ideation, risk taking behaviours, missing episodes and children at risk of exploitation (Gangs, CSE). Behaviours can sometimes require physical intervention and restraint.
- To provide visible and clear leadership to staff including clear guidance and rigorous challenge, ensuring any performance issues are addressed at an early point and issues of sickness, misconduct and poor performance are dealt with in line with company policy and procedures

- To ensure that budgets are regularly monitored and financial controls are in place to keep expenditure within set financial limits and that principles of best value are adhered to
- To ensure high quality assessments, reports, records and plans that are developed and regularly updated that meet practice standards and statutory and regulatory guidance and legislation
- To ensure the home is inspection ready and provides quality assurance, notifications and monitoring as required from a regulated setting, adhering to relevant policies, procedures and legislation (e.g. Annex A, Schedule 40, Schedule 45, Schedule 44 Responses)
- To ensure the health and safety requirements of managing a children's home and building are met by ensuring all relevant checks, guidance, training, certificates and assessments are in place (e.g. safe administration of medication, fire risk assessments, Health and safety assessments, location risks assessments, impact assessments and young people specific risk assessments)
- To ensure plans are developed with children, young people, their families and with partners, to make best use of effective multi-agency and partnership working and ensure available resources are utilised to meet the assessed needs of children and young people
- To ensure the home and staff team support a partnership and a team around the child and family/carers approach in order to bring about change in both the child and family (where appropriate) in order to support successful outcomes, progression of children's care plans and permanence
- To ensure direct work takes place with birth families and foster carers to understand the child and young people needs and support the building of relationships to support the step down transition from residential placements
- To ensure children and young people are enabled to remain within, or return to, their family, family placement or supported living, wherever possible when risks can be managed safely and this meets their assessed needs.
- To ensure effective team planning and that operational management of service and policy development takes account of the results of regulatory inspections.
- To develop and maintain strong and effective partnerships with relevant agencies professionals that ensures that the best outcomes are achieved for children and young people.

- To support the strategic planning of service and policy development and ensure that the home supports service priorities and continued service improvement
- To ensure that young people and their families are involved in development, implementation and evaluation of services to meet their needs.
- To ensure effective recording, collation analysis and reporting of data and information within the home that supports performance and business systems in both the home and wider group.
- Quality assure and ensure effective contributions to meetings and written reports, plan and risk assessments that are individualised for each child and evidence areas for development, progress being made and outcome achieved
- To ensure that the targets and outcomes that are assigned to the home and residential staff are met and outcomes, targets are timescales are achieved
- To ensure the home and residential staff work directly with the child's allocated social worker and team manager to ensure the child's care plan and placement plan is progressed without delay
- Ensure staff are actively engaging with children and young and that practice supports children to make progress in all aspects of their development including health and well-being education, employment, family time and relationships
- Ensure that the home and all staff comply with policies and procedures and legislation in relation to children's homes
- Ensure that any safeguarding concerns relating to a child or any member of staff or visitor within the home are managed effectively and in line with relevant guidance, policy and procedure.
- Conduct yourself and practice in a way that shows awareness of racial, cultural and religious issues and is both anti-oppressive practice and non-judgmental
- To be an effective member of the management team and to deputise, as required, for the Responsible Individual.

### **General Duties and Tasks:**

- Responsible for working occasional shift patterns, including evenings, weekends, bank holidays and sleeping-in duties to support the effective management and oversight of practice and standards within the home
- Ensuring continuous development within the home and that up-to-date theory and practice relating to children's social care and children's residential care is supported and embedded

- To ensure the effective running and up-keep of the home to maintain high standards for children and young people
- To maintain personal and professional development and participate in appropriate training activities to meet the changing demands of the job
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- To manage confidential information in line with data protection and safeguarding guidance and legislation

**Additional Information:**

***Safeguarding/Vetting and Barring Scheme***

**Contacts:**

In all contacts the post holder will be required to present a good image of the Organisation as well as maintaining constructive relationships.

**Notes:**

This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.

The company reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Last updated by: Mohammed Ahsen

Date: 22 10 2021

## PERSON SPECIFICATION

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

**Salary Grade:** 40,000 – 55,000 depending on experience

### QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A recognised social work qualification or a professional qualification relevant to working with children at least at level 5 (or equivalent) or working towards it.
  - De-escalation and Physical Intervention Training – Training can be provided for the right candidate.

It is **desirable** that the post holder has:

- Management qualification at level 5 or willing to enroll on appointment within six months, and obtain within three years of their appointment.

*\* For persons undertaking a qualification after January 2011, the relevant qualification will be the Level 5 Diploma in Leadership for Health and Social Care and Children and Young People’s Services (or equivalent) or willing to work towards in 12 months.*

### EXPERIENCE: (of delivering outcome/objectives/service improvements etc, not just time served)

It is **essential** that the post holder has:

- At least two years' experience relevant to residential care within the last five years.
- At least one year's experience supervising and managing professional staff.
- Demonstrable experience of effective development or leadership of staff groups.
- Knowledge of relevant Child Care legislation
- Good financial expertise to ensure the home is run on a sound financial basis.
- Demonstrable experience of decision-making and assessing risk
- Evidence of leading staff
- Experience of contributing to service development and management of change
- Significant experience of working with vulnerable young people, children on the Edge of Care and or Looked After Children
- Significant experience of working effectively with partners and other agencies
- Track record of effective continuous improvement in service delivery.
- Understanding of and ability to effectively use information and communication technology and information management systems.
- Experience and understanding of the effective use of performance frameworks.
- Understanding of confidentiality
- Understanding of the effects of trauma, abuse, neglect, separation and loss
- Knowledge of child development and attachment
- Knowledge of Health and Safety legislation

## **KNOWLEDGE, SKILLS AND ABILITIES:**

It is **essential** that the post holder has:

- Knowledge and understanding of relevant legislative and regulatory framework and Government initiatives relating to children's social care including safeguarding and needs of looked after children.
- Ability to identify and manage risk
- Good business and management skills to manage the work efficiently and effectively.
- Good report writing and analysis
- Good negotiating and influencing skills.
- Excellent listening skills
- Good communication skills with the ability to present issues clearly and concisely to a range of audiences
- Ability to provide effective leadership to staff teams
- Ability to work in stressful and demanding settings
- Demonstrable commitment to children, families and communities
- Ability in financial and budgetary management.
- Ability to build effective relationships with managers and staff from partner agencies.
- Ability to build effective relationships with senior managers and Elected Members.
- Commitment to equality of opportunity and the ability to demonstrate that commitment through employment practice and in the delivery of services.

Author: Mohammed Ahsen

Date: 20<sup>th</sup> October 2021