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| **Registered Manager** |

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| **Post** | Registered Manager |
| **Salary** | £47,000.00-£67 ,000 per annum, Company Car (Optional) |
| **Home** | Solo bed on 2:1 Staffing |
| **Responsible to:** | Responsible Individual & the Managing Director |
| **Job Purpose** | **“Make a Difference to Young People”**  To act as Ofsted Registered Manager delivering services which are fully compliant with legislative and regulatory requirements particularly The Children’s Homes Regulations and Quality Standards 2015.  Responsible for the effective development and delivery of high-quality residential services to children young people and their families which improve outcomes.  Leadership and management of a team, ensuring that team members work effectively with children, young people, families and all internal and partner agency staff. To carry out their statutory duties as determined, principally in relevant childcare legislation, children’s homes regulations and standards.  To ensure that all services are planned, and delivered in a way that maximises participation and reflects children’s rights in relation to services being provided.  Within the overall context of:  ● The Children’s Homes Regulations and Quality Standards 2015  ● Children Act 2004, Care Act 2014 and other relevant legislation  ● Working Together to Safeguard Children  ● The Homes Statement of Purpose  ● The Code of Conduct and Behaviour and relevant policies.  The post holder is responsible for ensuring that all child protection policies are adhered to and concerns are raised in accordance with these policies. |
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| **Main Duties:** | Under the direction of the Responsible Individual and the Managing Director:  ● To be responsible for the day-to-day operation/management of an Ofsted regulated residential provision.  ● To ensure the highest standards of emotional, social and physical care, promoting best outcomes for young people through research, development and partnership.  ● To ensure strategic overview and vision of the organisation are embedded in policies, procedures and management strategies in collaboration with teams within Care Hubz.  ● To deliver highly motivated leadership and development to the team for which you are responsible.  ● Ensure that training is relevant, robust and effective and that the training program is dynamic, adaptive to the needs of current young person.  ● To ensure that the staff team adhere to training requirements and timescales    ● To develop high standards of communication with social work teams, the Virtual School, clinicians and other key partners.  ● To ensure the provision maximise resources within a planned timescale and ensure all services are delivered in a way which maximises the participation of young people, respects their rights and is responsive to their wishes and views  ● To take overall responsibility for all regulatory requirements associated with Ofsted registration and the home’s Statement of Purpose.  ● To ensure all safeguarding risks are acted upon in immediately and the relevant action taken to mitigate the risk.  ● Communicate effectively, in a timely way with all agencies and internal reports  ● Work as part of a multi-disciplinary team and at all times promote and ensure equality in practice.  ● Undertake and participate in any required training programmes.  ● Develop and maintain effective working partnerships with external providers as an integral part of the care pathway for children.  ● To be able to challenge, in a sensitive way, engender collaboration for educational achievement and attainment, and foster a mutual responsibility for outcomes for all young people.  ● Ensuring that the Educational needs of children in residence are assessed and provided for, liaising with educational professionals producing Personal Education Plans.  ● Ensuring that the emotional, behavioural and health needs are assessed and provided for, liaising with health and clinical professionals to produce individually agreed Health Action Plans. |
| **Management responsibilities:** | 1. Take overall responsibility for all staff, delegating effectively and appropriately. To consider and manage, staffing rota’s, ensuring they meet requirements of the children’s needs. 2. To develop and maintain collaborative working relationships with partner agencies and clinical teams to ensure individual assessment plans and support packages are achievable and adhered to. 3. To ensure leadership and management of staff including annual appraisal, regular individual supervision and induction and development is available to all staff working in these provisions. 4. To retain up to date information relating to any legislative changes and disseminate this information throughout the service as required, including policy revision. 5. To ensure maintenance of monitoring systems in accordance with Health and Safety requirements, ensuring that the necessary staff training is undertaken and recorded. 6. Establish and ensure maintenance of administrative systems for children’s s records on Mentor, referrals and assessments, including risk assessments, to ensure that staff apply them and that confidentiality, standards and boundaries are adhered to. 7. Ensuring that the physical buildings, fixtures and fittings are maintained to a high standard and in good decorative order and is secure. That the home is inventoried, liaising with maintenance as appropriate. 8. To participate in operational service development along with the SMT 9. To ensure the induction and probation procedure is adhered to. 10. To adhere to Care Hubz policy and procedure on safely recruitment and the management of HR issues affectively. 11. Work in partnership with other professionals and agencies and develop and maintain a positive public relations image for Care Hubz. 12. Ensure the home is Ofsted ready at all times, and prepare to respond to all requirements 13. Achieve and maintain an Ofsted rating of at least Good, with Outstanding being the goal within 3 years. 14. Ensure clear, consistent and professional record keeping, including audit and supervision. 15. Ensure that complaints are handled quickly, effectively and sensitively. 16. Ensure that all safeguarding legislation, policies and procedures are adhered to 17. Ensure that the provisions function in such a manner that staff and children understand, recognise and celebrate the diversity of cultures and beliefs within the local and wider community. 18. Ensure that records in the provisions are stored and held in a manner which is compliant with regulation and policy. 19. To be responsible for establishing and monitoring quality assurance compliance with Ofsted requirements and internal and external monitoring arrangements. 20. To oversee the management of all the children’s individual support packages to ensure that they continue to be relevant and responsive to the individuals’ needs and wishes. 21. To develop a shared planning approach in partnership with children, their relatives and other professionals involved in their care. 22. Take the lead in ensuring an open culture, one in which young people and families feel that they can make representation and that they are listened to. 23. To ensure that the Health needs of young people are assessed and provided for, developing and maintaining effective working partnerships with health professionals. 24. Ensure that participation in a range of therapeutic, social and recreational activities/opportunities for individual or groups of young people is encouraged. 25. To ensure that all children have a full and appropriate education timetable. To be able to form positive relationships within education institutions; leading promoting and advocating for the educational needs and rights of the child. |
| **Personal Management and Employee Development** | 1. Ensure that equality of opportunity exists in all employment practices, and that the recruitment, induction, probation, appraisal and termination of any employment is undertaken according to Policies, Procedures and guidelines. 2. To establish and support appropriate staff supervision, welfare and support mechanisms, in accordance with the supervision policy, and ensuring that staff are motivated to achieve the objectives of the service. Ensure that annual appraisals are undertaken for all staff. 3. To ensure all staff undertake mandatory training, and are assessed and appraised, and are able to enhance their skills, knowledge and personal development by being made aware of and given the opportunity to take up individual/group training programmes and experiences, including relevant Diplomas. 4. Contribute to the formulation of policies and procedures for the day-to-day operation of the home. Produce, co-ordinate and edit reports to ensure they are delivered to a high standard. |
| **Flexibility** | This is a senior management role Care Hubz, as such, the nature of this position will require flexibility to meet urgent work needs as they arise. They will inevitably entail some work outside normal office hours. The job description is therefore not meant to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties, which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post. From time to time the applicant, if successful, will be required to provide support to other elements of the company and must understand the importance of operating as one organisation to improve the lives of children and young people. |
| **Health and Safety** | You must ensure you are fully aware of your responsibilities for Health & Safety, and the relevant activities expected of you as a Manager including the need to ensure:  ● All new employees, that you manage, are fully briefed at induction  ● Your team are regularly reminded of key issues and responsibilities  ● Your staff are set appropriate targets at supervisions and appraisals    ● Your staff undertake appropriate health and safety training, including refresher training as necessary  ● You carry out risk assessments, and implement them, for processes, operations and activities under your control  ● Health & Safety is a regular topic at Team Meetings |
| **General** | ● Ensure the highest standards of record keeping including using Mentor and recording, report writing and responsible exercise of professional self-governance in accordance with professional codes of practice  ● To maintain up to date knowledge of legislation, national and local policies and practices in relation to working with looked after children  ● To encourage, report and act on all whistle blowing  ● To promote people’s equality, diversity, rights and responsibilities  ● To promote anti-oppressive and anti-discriminatory practice  ● To undertake any other duties appropriate to this post  ● The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.  ● The ability to travel independently to a variety of premises, sometimes at short notice, and must have full clean driving licence. |
| **Working environment** | **The educational and social challenges experienced by children may, at times, give rise to unusual or anti-social behaviour which can be very emotionally and physically demanding.** |