JOB DESCRIPTION

Job Title:	Registered Manager Children's Home - Chadersley
Hours:	Full Time
Job Type:	Permanent
Responsible to:	Chief Executive
Home size:	6 bed unit (1 adult bed for transition)
Notice Period:	3 months

WHO WE ARE

Talbot House Trust champions children and young people, putting the care, wellbeing and education of children first. As a children's charitable trust, with a school and a children's home, we exist to ensure that we improve the lives of the children and young people we work with, and in turn have a positive effect on their wider relationships. We have the independence and flexibility to tailor innovative solutions to the needs of children and their families, whilst maintaining our strong bond and deep commitment to our wider community. In operation since the 1974, we have responded to the need in our society as we have moved through the decades and now have a residential children's home and a school for children with social, emotional and mental health considerations on our site in Walbottle, Newcastle Upon Tyne. Our home has 6 beds with one of those beds being registered for an adult so that our young people have staying put flexibility whilst finishing educational commitments. Those children and young people tend to have elements of LD, some ASD and ADHD and may be between the ages of 7 to 18. Our school cohort is similar although we take up to 60 children and are registered here from age 5.

CONTEXT

Talbot House Trust was created by affluent individuals in the city of Newcastle, initially to enable them to give back to a community they felt passionately about. They wanted to influence outcomes for young boys who were disaffected by educational experiences and on the periphery of society. During our existence, we have operated as a residential school offering boarding from Monday to Friday, a day school and also respite provider offering weekend activities. We receive our funding from local authorities across the country who pay fees social care and education. The majority of our young people come from the North East region, although we have excellent relationships with other regions too. We do not take emergency placements and we emphasise excellent matching when considering admissions. Our current residents are always our priority, this is their home. Long term placements are our preference, enabling true therapeutic intervention, a chance to really make a difference in a developing life. Occasionally a short term placement will come along which fits for us, possibly a pupil in school or a person requiring assessment over a set period.

RELATIONSHIPS
Reports to: Chief Executive
Important internal relationships:

- Trustees
- The Senior Management Team – SMT are the CEO, the Head of Development (and Deputy CEO), Head Teacher and the Registered Manager Children's Home.
- Residential Team – the Deputy Manager, Shift Leaders and Residential Childcare Workers.
- Education colleagues – within our school

Important external relationships:

- Children in care, and their parents, wider family and friends
- Other professionals and agencies particularly health, education and the police.
- Neighbours and local residents
- Providers groups in the region

Main Purpose(s) of the job:

To act as Ofsted Registered Manager deliver 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.

Main Duties:

Under the direction of the Chief Exec:

- 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 the Trust.
- 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 residents.
- 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. Work with SMT to consider and manage labour costs, staffing structures and 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 develop and 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 casework records, 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 and Head of Development as appropriate.
8. To participate in operational service development along with the SMT
9. Ensure there are effective formal and informal communication channels within the pathway, that policy and procedural information is adhered to , so staff can operate knowledgeably and safely at all times.
10. To ensure a robust and dynamic induction procedure is adhered to
11. To adhere to the Trust policy and procedure on recruitment and the management of HR issues affectively.
12. Work in partnership with other professionals and agencies, and develop and maintain a positive public relations image for the whole trust.
13. Ensure the home is Ofsted ready at all times, and prepare to respond to all requirements
14. Achieve and maintain an Ofsted rating of at least Good, with Outstanding being the goal within 3 years.
15. Ensure clear, consistent and professional record keeping, including audit and supervision.
16. Ensure that complaints are handled quickly, effectively and sensitively.
17. Ensure that all safeguarding legislation, policies and procedures are adhered to
18. 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.
19. Ensure that records in the provisions are stored and held in a manner which is compliant with regulation and policy.

20. To be responsible for establishing and monitoring quality assurance compliance with Ofsted requirements and internal and external monitoring arrangements.
21. 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.
22. To develop a shared planning approach in partnership with children, their relatives and other professionals involved in their care.
23. 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.
24. To ensure that the Health needs of young people are assessed and provided for, developing and maintaining effective working partnerships with health professionals.
25. Ensure that participation in a range of therapeutic, social and recreational activities/opportunities for individual or groups of young people is encouraged.
26. 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 Human Resource 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.

Other Requirements

- Successful applicants will be subject to 'registered managers' process and interviews with OFSTED.
- Successful applicants will be expected to report to the board of trustees and attend board meetings in their capacity as part of the senior management team
- Requirement to act as parent governor on our board of governors within school

Flexibility

This is a senior management role within Talbot House Trust, 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 trust 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 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 electronic data entry 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 and supported housing provisions
- 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.

August 2018