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| **Job Description** |
| **Post title** | Homes Manager |
| **JE Reference No** | A5841 |
| **Grade** | 12 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Early Help Inc & Vnble Children |
| **Reporting to** | The postholder will be accountable to the Deputy Centre Manager. |
| **Location** | Your normal place of work will be Aycliffe Secure Services, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The postholder will work as part of the Centre’s management team. The purpose of the team is to ensure a *24/7* secure service for young people and staff which enables them to live and work in a safe and secure environment where safeguarding of young people's welfare is of paramount importance. The manager holds full responsibility for the team dedicated to working in their responsible home.

To ensure jointly with colleagues that high levels of emotional and physical care, appropriate activities, and comfortable accommodation are planned, provided and applied in accordance with Aycliffe Secure Services policies and Youth Justice Board (YJB) requirements with particular reference to the enhanced expectations of the YJB contract. The manager will have oversight of all activities within the home and will ensure that young people are looked after in a manner which ensures a high level of emotional and physical care, education and comfortable accommodation.

The post will sit within Secure Services, Children's and Adult Services and will work across the service as part of the safeguarding management team. This team has prime responsibility for ensuring cohesive and high quality, child centred safeguarding practice throughout the young people's placement experience with particular emphasis on the increased expectations and complexities of the YJB contract.

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| **Duties and responsibilities** |

**Safeguarding, Assessment and Child Protection**

* To ensure a comprehensive, consistent and uniform approach to admissions, incident management, application of Behaviour Management and Restraint Minimisation strategies, safeguarding procedures and risk management.
* To manage and carry out all aspects of reception and admission of young people into Secure Services.
* To ensure comprehensive assessments on all admissions and that the information received is shared appropriately and, on a need, to know basis with staff working with the individual young people. Ensuring that all required paperwork and assessments are robustly completed, i.e. Risk assessments, and participating in planning meetings to facilitate good outcomes for young people.
* To ensure all safeguarding documentation is completed and safeguarding information collated in a timely manner with input from all stakeholders.
* To ensure review mechanism and processes are in place for all safeguarding documentation and to liaise with local safeguarding teams regarding child protection issues.
* To progress-chase in-house child protection issues while young people are in placement and ensure safe discharge arrangements are in place for young people.

**Critical Incident and Risk Management**

* To lead on the arrangements for critical incident management ensuring timely analysis and de-briefing of young people and staff following a critical incident.
* To ensure all staff and young people have appropriate support mechanisms post-incident and to ensure all stakeholders are included in the post-incident processes.
* To attend all incidents of concern as duty manager and ensure they are successfully resolved.
* To be responsible for the timely completion and analysis of all critical incidents , ensuring information is shared with appropriate stakeholders .
* To ensure risk assessment and behaviour management documentation is kept up to date and shared on a need to know basis across the service.
* To include all stakeholders in formulating risk documentation and behaviour management.

**Workforce and Team Management**

* To undertake Duty Management role as part of allocated rota being responsible for day to day operational management and co-ordination of Centre activities, visitors etc.
* To work closely with the Waking Night Care and Security Manager and dedicated waking night care team to ensure a comprehensive handover of information that maintains a safe environment for all.
* To liaise with residential staff and provide advice on bullying, Behaviour Management, Restraint minimisation and restorative justice approaches to ensure they are properly and consistently administered.
* To liaise with unit staff over placements of young people ensuring as far as possible the best mix.
* To liaise with Learning and Development Team to ensure all staff have adequate and up to date safeguarding and child protection training.
* To liaise with Facilities and Support Services management to promote a healthy, safe and secure environment for all young people.
* To liaise with emergency services when necessary.
* To work closely with individual staff, undertaking supervision/appraisal and to contribute with colleagues to performance manage a safer environment for young people.
* To develop key performance indicators for the homes management services and to evaluate the effectiveness and efficiency of the service. To support staff and young people to feed into the review of the procedures and plans in a timely manner.
* To liaise regularly with Education and Resettlement Departments.
* To contribute to the planning, implementation and review of 24hour cover for Secure Services including participation in on call management back up rota.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Recognised qualification in childcare/social care e.g. NVQ 4, CSS, CQSW, PGSE, Social work Degree
* Safeguarding qualifications
* Recognised Management Qualification
 | * Post qualifying social care/education/health e.g. PQ
* Health and Safety Qualifications
* PRICE Training
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| Experience | * Significant recent experience of working in a Looked After Children/safeguarding practice role
* Substantial experience of working with young people with challenging behaviours
* Working in a child centred environment
* Multi-agency working
* Working in a safeguarding environment
* Supervision experience of staff.
 | * Working in a secure environment
* Working in a residential environment
* Working with LSCB
* Performance Management
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| Skills & Knowledge | * Every Child Matters
* National Minimum Standards
* Ofsted Regulations and requirements
* Children Act and childcare legislation
* Youth Justice Board/Safeguarding Procedures
* Youth Justice Legislation
* LSCB Procedures
* Excellent negotiation skills
* De-escalation skills
* Excellent communication skills
* Motivational skills
* Co-operative and creative
* Organisational skills
* Team player
 | * Independent Safeguarding Authority policies and procedures
* Secure Accommodation Regulations
* Mental health and emotional wellbeing of young people
* Restorative justice
* Cognitive Behaviour Therapies
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| Personal Qualities | * Young person centred
* Persuasive
* Energetic
* Committed to best outcomes for young people
* Passionate about work with young people
* To be able to manage physically challenging behaviour and complete relevant positive behaviour support and physical intervention training.
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