

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Registered Manager
<u>GRADE :</u>	Band 11
<u>JOB EVALUATION NO.</u>	B1701
<u>REPORTING RELATIONSHIP</u>	Senior Registered Manager
<u>JOB PURPOSE :</u>	To manage, develop, deliver and be responsible for services to young people in one of the Service's Children's Homes, act as a Corporate Parent for Children Looked After and be an assertive champion for Children in Need in accordance with the Quality Standards for Children's Homes.
<u>POST NO.</u>	POS001217
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. To ensure the smooth running of the Children's Home in line with the *Guide to the Children's Homes Regulations including the Quality Standards* and monitored by Ofsted.
2. To be responsible for day to day management ensuring a 24hour, 7 days a week provision.
3. To participate and be a member of the various panels and contribute effectively.
4. To produce and regularly review a Statement of Purpose for the home in line with Children's Homes Regulations Schedule 1.
5. To be responsible for making decisions in regard to referrals and admissions to the home, taking into account assessed needs of young people and associated risk management.
6. To provide leadership, guidance and management to in implementing organisational strategies aimed at achieving the home's objectives, and be responsible for the deployment of staff on a day-to-day basis.
7. To be responsible for the development, implementation and monitoring of individual young people's plans, ensure a response and aim to achieve the identified outcomes for young people.
8. Ensure and oversee contributions to the compilation of a robust residential placement plan, and relevant behaviour support plans. Oversee staff participation in the care planning process ensuring that key stages in the stay of young people, such as admission and discharge, are properly managed, and reflect decisions recorded in care plans. Be responsible for ensuring that young people facing particular crises and stresses are offered

appropriate additional support, and that staff are supported in dealing with the most complex cases.

9. To monitor, evaluate and review the quality and effectiveness of the key workers role to individual young people, in order to maximise success of the identified outcomes.
10. To ensure that the team works with young people in keeping with legislative, procedural and good practice requirements. Lead and support auditors in their work including Ofsted inspectors and Regulation 44 visitors and provide them with the necessary information. Advise on professional matters as required.
11. To work with groups of young people effectively and creatively in line with risk assessments in a planned and flexible way.
12. To be the safeguarding lead in the home as well as the single point of contact (SPOC) to safeguard and promote individual young people's welfare and rights. Ensure all reasonable steps are taken for the safe return of young people who are missing. To effectively respond as necessary to complaints and allegations in line with procedures.
13. To manage the team and communicate effectively with all staff and other professionals. Ensure the promotion and development of effective team working, to ensure efficient communications systems, including hand-overs, log books, regular supervision and staff meetings. Lead in the recruitment, monitoring, regular supervision, appraisal and management of staff. Produce and lead the implementation of an annual workforce development plan for the home.
14. To write monitor and review the children's home procedures in line with current legislation and guidance.
15. To provide a variety of appropriate stimulating activities, present as a consistent and caring adult role model and oversee the team's contribution.
16. Undertake, monitor and review young people's risk assessments and all other relevant risk assessments. Effectively manage, monitor and review the consequences of risk taking behaviours of young people, e.g. substance misuse, self-harm, running away, etc. To dynamically risk assess situations. Provide appropriate boundaries to young people to help them to regulate their own behaviour and monitor and evaluate the outcomes.
17. Provide for young people's physical needs as necessary, for example, by cooking, washing, ironing, shopping, budgeting, or by enabling young people to carry out such tasks for themselves.
18. Manage all administrative tasks and all forms of record keeping and preparation of reports as required in line with the Quality Standards.
19. Monitor and evaluate the home and team in all aspects of its service.
20. To follow procedures regarding petty cash, including the monthly reconciliation of the bank account and expenditure within the home ensuring this is done within budget, and also with regard to monthly timesheets and their authorisation.
21. Develop and implement consultation documents with young people, families and other professionals in order to seek feedback on the homes service and care provided. Be accountable for the quality of the care provided by the home .
22. Contribute to the development of the service to meet the needs of Looked after children and children in Need.

23. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
24. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
25. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
26. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
27. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
28. Any other duties of a similar nature related to this post that may be required from time-to-time.
29. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
30. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
31. This post has a high level of contact with, and responsibility for, children.
32. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
33. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: August 2018

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES
PERSON SPECIFICATION
REGISTERED MANAGER
POST NO. POS001217

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Level 5 Diploma in Leadership and management for Residential Childcare or equivalent.	E	
2	Physical intervention training.	E	
3	Administration of medication training level 3 or equivalent, including necessary refresher training.	E	
4	Commitment towards undertaking and maintaining required training as relevant.	E	
5	DipSW or equivalent or relevant degree or qualification in social care or related field.		D
Experience & Knowledge			
6	Demonstrable understanding and application of The Guide to the Children's Homes Regulations and relevant legislation including the quality standards, within a children's home setting.	E	
7	5 years' recent experience of working with children and young people in residential care.	E	
8	Approx. 2 years management experience in residential care or related setting including performance development.	E	
9	Approx. 5 years' experience of working with looked after children/Children in need, and a demonstrative knowledge of their rights and responsibilities.	E	
10	Knowledge, understanding and application of Child Protection and Local Safeguarding Children Board procedures.	E	
11	Ability to demonstrate a detailed understanding of the development needs of adolescents, including physical, emotional, intellectual and educational including disabilities.	E	
12	Experience skills and knowledge to maintain, review, audit and evaluate administrative records for young people and the home.	E	
13	Experience of working with challenging behaviour, and an ability to devise and implement behaviour support plans.	E	
14	Understanding and application of Health and Safety	E	

	principles and legislation and the duties that arise from this, including risk assessments.		
15	Experience in leading an Ofsted key inspection.	E	
16	Knowledge of key policies/practices/legislation in related fields i.e. education, health, YOS and housing.		D
17	Experience of developing, implementing, monitoring and reviewing policies and procedures.	E	
18	Experience of effective budget management.		D
Skills			
19	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations).	E	
20	Demonstrable networking, negotiating, influencing and chairing skills. Ability to use appropriate styles and arguments to influence and negotiate.	E	
21	Ability to manage all aspects of care planning, including assessment formulation and implementation and evaluation.	E	
22	IT Literate, capable of using MS Word / Excel and office packages.	E	
23	Ability to successfully engage with young people, their families, social workers and other relevant stake holders and agencies, all levels.	E	
24	Ability to provide effective leadership for the team, contribute to service development, motivate, enable, organise and meet performance goals.	E	
25	Ability to monitor a budget effectively & carry out financial requirements.	E	
26	Ability to support Social Care students on placement.		D
27	Effective team working.	E	
28	Ability to provide effective and timely decision making.	E	
29	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
Personal Attributes			
30	Ability to promote the development needs of adolescents, including physical, emotional, intellectual and educational including any young people with disabilities.	E	
31	Ability to establish priorities and utilise time management as required.	E	
Special Requirements			
32	Ability to successfully complete the Ofsted fit person interview required to manage a children's home.	E	
33	Proven commitment to maintenance of confidentiality, privacy and dignity.	E	
34	Flexible and responsive approach to the working environment and arrangements and the ability to work outside of normal office hours including shift work and 'sleep-	E	

	ins'.		
35	Ability to be a demonstrable role model for young people, showing integrity and good character.	E	
36	Suitability to work with children.	E	
37	Satisfactory Enhanced DBS Disclosure.	E	
38	The ability to communicate at ease with customers and provide advice in accurate spoken English.	E	
39	Interest in working with children to promote their development and educational needs.	E	
40	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
41	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	