

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>CHILDREN'S SERVICES</b>		<b>Service Area:</b>  <b>Children's Services</b>  <b>LOOKED AFTER CHILDREN - RESOURCES</b>	
<b>JOB TITLE: Registered Children's Home Manager (Medium to Long Term Residential Homes)</b>			
<b>GRADE: M</b>			
<b>REPORTING TO: Resource Team Manager (Children's Services)</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>  <p>The post holder will register with Ofsted as the manager of the Local Authorities home and be responsible for the day to day management of the home and a staff team of Residential Workers. The home will deliver care for children and young people with people with challenging behaviour.</p> <p>To achieve this the Manager will be responsible for the development and delivery of care plans for those young people.</p> <p>Key to this is the continued development of the staff team and the services delivered from the home, the identification, collaboration and partner working with young people their families or carers, and others involved in the family or child's care, education and health.</p>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To hold and comply with Ofsted registration requirements as a residential Children's Homes Manager and ensure that care is delivered as defined in the Centres Statement of Purpose, ensuring total compliance of the Children's Homes Regulations	
	2.	To deliver a service that meets all relevant Statutory Legislation, Codes of Practice and Policy and Procedural Requirements.	
	3.	To coordinate service delivery effectively and efficiently from the Home.	
	4.	To plan and administer the finances and resources of the Home within the defined budget.	
	5.	To provide effective and robust leadership and direction to a team of Residential Workers in their role.	
	6	Deliver regular professional reflective supervision and appraisals to staff members.	
	7	To oversee the production of effective care plans, and risk management plans for young people, families and carers.	
	8	To measure performance, report to relevant bodies and agency on outcomes, and support the continued service development.	
	9	To take on an active part in the Local Authorities decision making processes relevant to the client group.	
	10	To provide effective training to others to enable the service to deliver and develop	

11	To have a clear understanding and undertaking of safeguarding responsibilities and how to respond in line with relevant procedures.
12	To embrace the values, behaviours, expectations and general atmosphere in which we work as defined in Stockton Councils Culture Statement.
13	To undertake monitoring visits and report on the quality of service of externally commissioned services and provisions as and when required
14	Participate in the agreed working roster and share the sleep in duty arrangements if required

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			

Job Description agreed by: (Post holder)	.....	.....	.....
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**Job Description dated      June 2019**



## PERSON SPECIFICATION

Job Title/Grade	<b>Registered Children’s Home Manager</b>	<b>Grade M</b>
Directorate / Service Area	<b>CHILDREN’S SERVICES</b>	<b>LOOKED AFTER CHILDREN - RESOURCES</b>
Post Ref:	TBC	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>To hold the Level 5 Diploma in Leadership for Health and Social Care and Children and Young People’s services – Children and Young People’s Residential Management or equivalent or be willing and able to complete within 18 months of appointment or commencement of the training. (Whilst completing the diploma employees will be paid at Grade L (SCP 31-33))</p> <p>Holds a relevant medication qualification or equivalent to HSC 375</p> <p>Must meet all requirements as set out in the Children’s Homes Regulations and Quality Standards and register with Ofsted as a Registered Manager.</p>	<p>To hold a Degree in Social Work or equivalent.</p> <p>To hold registration with the HCPC.</p>	Application form
Experience	<p>At least two years’ experience, one of which must be in a supervisor capacity and in a residential children’s home setting and must be no longer than five years ago.</p> <p>To have expert experience and the ability to lead in working with children and young people with challenging behaviour.</p>	<p>Experience of working with young people with challenging behaviours.</p> <p>Experienced in supporting children and young people in a range of settings.</p>	Application / Interview

<p>Knowledge &amp; Skills</p>	<p>A range of skills and knowledge relevant to working with children and young people accessing overnight provision.</p> <p>To have an understanding of issues facing, young people and parents/carers.</p> <p>Expert knowledge and understanding of statutory legal framework relating to Children's homes, Regulations, Quality Standards and Ofsted's Inspection Framework for Children's homes and experience of implementing this in practise.</p> <p>To provide effective and robust leadership, supervision and performance appraisal.</p> <p>Understanding and applying theoretical approaches and evidence based practise in service delivery.</p> <p>To be able to create and deliver specific Short Breaks package designed and reviewed specifically to meet individual needs.</p> <p>To have effective communication and negotiating skills and work in collaboration with others outside of the Home.</p>	<p>Capability to manage budgets and resources</p> <p>Ability to manage change</p>	<p>Application / Interview</p>
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<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Honest and good personal integrity</p> <p>Ability and desire to inspire others.</p> <p>To work as part of a team and on your own initiative</p> <p>To be an effective and innovative leader.</p> <p>Highly motivated and committed.</p>		<p>Application / Interview</p>
<p>Other requirements</p>	<p>Flexible and adaptive to the needs of the service, including being available for evening and weekend work as required.</p> <p>The post holder must have the capacity for independent travel.</p> <p>The job involves working directly with children and young people and therefore is subject to an acceptable enhanced DBS check.</p>		<p>Application / Interview</p>

Person Specification dated

June 2019