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| **Job Description** |
| **Post title** | Residential Children’s Home Manager / Short Breaks Provision  |
| **JE Reference No** | N9883 |
| **Grade** | Grade 12 |
| **Service** | Children and Young Peoples Services |
| **Service Area** | Children’s Social Care, Looked After Children – Resources Service |
| **Reporting to** | Quality Assurance Manager, Children’s Residential Service |
| **Location** | Your normal place of work will be one of the Services Childrens Homes, 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 post holder will be responsible for managing all aspects of running a Children’s Home, to ensure that when the time is appropriate, young people are supported and prepared to return to family, foster placements, residential placement, semi-independent or independent living.

## The post holder will ensure that the home’s physical environment is of a high standard. They will provide appropriate emotional and physical care, promote education, training and employment, support excellent health care, provide a range of suitable activities in accordance with the Childrens homes Regulations and Quality Standards 2015.

To work within the wider system, both internal and external, to safeguard and protect the rights and needs of young people.

The Homes Manager will be responsible for all staff working within or from a specific Children’s Homes as identified by the Service Manager, Children’s Residential Services.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To be responsible for the management, co-ordination and development of a range of quality services for young people referred to and accommodated within the Children’s Home. To ensure that the policies and procedures of Children’s Services and the wider County Council are implemented. To take part in specific activities relating to service development as required.
* To promote the practice of working in partnership with young people, their families, other staff within Children’s Services, and external agencies, to meet the needs of young people.
* To provide effective leadership and Management by implementing organisational strategies, in order to enable objectives of Children’s Services and Residential Services to be achieved.
* To promote team development and effective team working.
* To maximise the effectiveness of the team through innovative and creative practice, motivation, development and the application of the County Council personnel policies.

To Develop and Quality Assure standards within the home in line with legislation.

* To actively promote consultation with young people, their families and other agencies in the running of the home.
* To contribute to the development and review of corporate policies and service initiatives aimed at improving the service provided by Children’s Homes.
* To ensure that there is an up to date Statement of Purpose in place, which is appropriate to the needs of young people and outlines qualifications, experience and expertise of the staff employed within the Home.
* To identify, set and review targets and objectives for the Home’s staff team in order to ensure that work is outcome focused and has clear direction.
* To provide operational management of the staff team and to deploy appropriate staff resources in order that key tasks are fulfilled. To ensure that sufficient contingency plans and resources are available in emergency/out of hours situations including participation in an out of hours Duty rota.
* To have line management responsibilities for a staff team, ensuring that all staff receive appropriate induction, training and development opportunities, supervision and appraisal.
* To be responsible for ensuring effective communication systems are in place into and out of the team and to develop effective communication strategies and systems which assist staff in the operation of their duties.
* To take a lead role in the gate keeping and allocation of a range of services provided to meet the identified needs of young people. To make decisions regarding referrals and admissions taking into account assessed needs of young people and associated risk management. To take a lead in undertaking risk assessments for young people and the day to day management of those risks. To involve appropriate professionals in safeguarding young people. To monitor, review and evaluate the effectiveness of strategies/interventions in place to reduce risk.
* To ensure that the staff team are enabled to undertake such duties with young people who are non-resident or who have been resident previously in order to provide continuity of care where appropriate or to avoid admission to the looked after system where this is in the best interest of the young person concerned.
* To take responsibility for the maintenance of personal files in line with legislation and Durham County Council requirements.
* To actively participate in recruitment, grievance, disciplinary, health and safety and other staffing matters with support from Children’s Services Management Team and Corporate and Legal Services, Personnel Services Division.
* To undertake all mandatory training required for the post. To ensure that you continue with your own professional development. To ensure that staff training and development needs are identified and to work closely with the Staff Development Section in ensuring that those needs are met. To assist in the training and development of the staff team as required. To ensure that all staff attend mandatory training and refresher training as necessary.
* To ensure that all Health and Safety Regulations are complied with in accordance with Durham County Council’s policies, procedures and practices. To undertake and maintain a site Risk Register relating to the home.
* To regularly inspect the condition of the structure, fabric, furnishings and fittings of the building to ensure that all necessary equipment, etc. is in good working order and of a reasonable and acceptable standard of repair.
* To ensure that the homes’ budget is effectively and efficiently managed and monitored. To be accountable for this in line with legislation and Durham County Council procedures.
* To promote and implement the Service’s equal opportunities policy and anti-discriminatory practice.
* To undertake any other such duties as required by the Director of Children and Adult Services or duly authorised officer, commensurate with the grade of the post.

Note: There will be an expectation that the Home’s Manager is familiar with the daily routines in the home, and they observe the practice of team members at different times through the day. The post holder may be required to be part of a management rota providing out of hours support for the Council’s Children’s Homes.

Homes Managers must be fit and able to undertake Durham County Council’s chosen physical intervention training at a frequency set out in their Development Plan.

Homes Managers must meet the criteria to be a ‘fit’ person to register with Ofsted in accordance with the Children’s Homes Regulations 2015.

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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 during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **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 | * Level 3 Diploma for Residential Childcare or equivalent
* Level 5 Diploma in Leadership and Management for Residential Childcare or equivalent, or have significant experience in a role requiring the supervision and management of staff working in a care role and commit to attaining the Level 5 Diploma within 1 year of commencing in post
 | * DipSW, CSS, CQSW or Social Work Degree
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| Experience | * Experience of working with young people in a residential setting
* Substantial experience in a role requiring the supervision and management of staff working in a care role
* Working with young people and their families
* Inter-agency work
 | * Budget management
* Familiar with IT systems
* Developing and monitoring systems
* Human resources practices
* Supervision and delivery of training
* Organising and co-ordinating delivery of services
* Significant experience within the last 5 years in a position relevant to the residential care of children
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| Skills & Knowledge | * Children Act 2014 and associated regulations and practice guidance
* Relevant procedures including Safeguarding, Looked After and Children in Need
* Policies and legislation including Children’s Rights, Equal Opportunities, Mental Health Act, Disability Act
* Children’s Homes Regulations 2015
* Care planning and review process
* Risk management
* Ability to plan and implement plans effectively
* Assessment skills
* Good interpersonal skills with an ability to support colleagues, young people and families
* Good communication skills with the ability to express ideas clearly both orally and in writing
* Ability to work effectively in partnership with other agencies
* Active listening and observational skills
* Strong leadership skills
* Ability to motivate and enable others
* Ability to form lasting and professional relationships
* Commitment to continuous professional development
* Access to a car or access to a means of mobility support (if driving, must have a current valid driving licence and appropriate insurance)
 | * Human resources practices – managing sickness and performance at work
* Health & Safety Regulations
* Project management
* Report writing
* Experience of delivering training
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| Personal Qualities | * Emotional resilience and maturity
* Organised and meet timescales
* Balanced perspectives
* Non-judgmental approach
* Innovative and imaginative
* Drive to see things through
* Capable of performing a wide variety of tasks
* Ability to establish targets for staff and young people
* Child Centred
* To be ‘fit’ to manage the home in accordance with current Children’s Homes Regulations
* Successful Ofsted Registration
* To be fit and able to undertake PRICE training (Restraint and de-escalation training
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