

## **Job Description**

**Post Title:** Residential Children's Home Manager

**Responsible to:** Responsible Individual

### **Purpose:**

1. The post holder will be responsible for managing all aspects of running a Children's Home, to ensure that young people are supported and prepared to return to family, foster placements, residential placement, semi-independent or independent living.
2. 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 homes Statement of Purpose and the Childrens homes Regulations and Quality Standards 2015.
3. The post holder will be registered with Ofsted and required to meet the level of competence set out in the regulations and standards for a residential children's home manager. The manager will drive forward the Quality Standards and aspire for outstanding service at all times.

### **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 Evolve Residential 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 Evolve Residential, 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 Evolve Residential 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 Evolve Residential 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 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 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 take responsibility for the maintenance of personal files in line with legislation and Evolve Residential requirements.
- To actively participate in recruitment, grievance, disciplinary, health and safety and other staffing matters with support from Evolve Residential senior managers.
- 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 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 Evolve Residential policies, procedures and practices.
- 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 Evolve Residential procedures.

- To promote and implement Evolve Residential's equal opportunities policy and anti-discriminatory practice.
- Homes Managers must meet the criteria to be a 'fit' person to register with Ofsted in accordance with the Children's Homes Regulations 2015.
- To undertake any other such duties as required, commensurate with the grade of the post.

### **Safeguarding Children and Young People**

1. To commit to safeguarding and promoting the welfare of children and young people and protecting them from risk of harm. Evolve Residential recognises its responsibility to ensure safe and appropriate policies, working practices and systems are in place for all staff working with children and young people.
2. To comply with the Evolve Residential Safeguarding Policy and promote the safeguarding of children throughout their work.
3. To attend and maintain mandatory safeguarding training in relation to their work with children and young people.

### **Confidentiality**

1. To safeguard the confidentiality of information relating to carers, children and young people always in accordance with agency policies and procedures.

### **Health and Safety**

1. To comply with Health and Safety regulations and guidance in the course of employment.

### **Data Protection**

1. To comply with Evolve Residential policies and the Data Protection Act in all aspects, with particular reference to the protection and use of personal data relating to carers and children and young people.
2. To ensure all data is recorded accurately, timely, up to date and in a non-discriminatory manner.

### **Equality & Diversity**

1. To comply with Evolve Residential's equality and diversity policy and be able to demonstrate their commitment to the policy in all aspects of their work.
2. To actively promote equality of opportunity and an anti-discriminatory service.

### **Ethos and Values**

1. To subscribe to the ethos and ethical values upheld by Evolve Residential and demonstrate those values in own everyday work.

### **Management and Leadership**

1. To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to Evolve Residential'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**

1. 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.