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| **Job Description** |
| **Post title** | Registered Homes Manager, Children’s Residential Home / Short-Breaks Provision  |
| **JE Reference No** | N11013 |
| **Grade** | Grade 13  |
| **Service** | Children and Young Peoples Services |
| **Service Area** | Children’s Social Care, Looked After Children – Resources Service |
| **Reporting to** | Quality Assurance Manager, Looked After Children – Resources Service |
| **Location** | Your normal place of work will be a designated Children’s 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** |

As the Registered Homes Manager, you will be responsible for managing all aspects of a Children’s Home / Short-Break Provision. You will adopt an aspirational approach to improve and develop the Children’s Residential Service to achieve its vision of providing high quality care and support to children, young people and their families as detailed in the Children’s Homes Statement of Purpose.

## The Registered Homes Manager will support the strategic planning of the Children’s Residential Service working in partnership with senior management. You will provide appropriate emotional and physical care, promote education, training and employment, alongside a range of relevant measures to ensure that the Children’s Homes Regulations 2015 are met.

You will manage high levels of complex risk within a residential environment including being a lead decision maker on key issues. You will work to a high standard and in line with the principles of the Children’s Residential Service to support and implement effective care planning.

You will model best practice and lead on interventions to train and develop others as required, as well as working alongside other agencies to safeguard and protect the rights and needs of young people.

The Registered Homes Manager will be responsible for all staff working within the Children’s Home / Short-Breaks Provision 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 ‘fit’ to manage the home in accordance with current Children’s Homes Regulations including a successful fit person interview with Ofsted.
* 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 / Short-Breaks Provision. To ensure that the policies and procedures of Children’s Services and the wider County Council are implemented. To take part in specific projects relating to service development and improvement as required.
* To promote the practice of working in partnership with young people, their families, other professionals within Children’s Services, and external agencies to meet the needs of young people.
* To provide effective leadership by implementing organisational strategies, in order to enable objectives of Children’s Services and Residential Services to be achieved.
* The Registered Homes Manager will support and facilitate any regulatory inspection of the home. This may include Ofsted, Regulation 44 and other relevant audits including financial related.
* To promote team development and effective team working.
* To maximise the effectiveness of staff through motivation, aspiration, and development of the service.
* To set and monitor standards within the home in line with legislation. To actively quality assure all policies, procedures, strategies, and planning within the service.
* Promote consultation with young people, their families, relevant professionals and other agencies in the management and development of the home.
* To contribute to the development and review of corporate policies and service initiatives aimed at improving the delivery of services within the Children’s Home / Short-Break Provision.
* To ensure that there is a Statement of Purpose in place, which is appropriate to the needs of young people and is compliant with the Quality Standards and Regulations 2015, Care Standards Act (2000).
* To set and review targets and objectives for the staff team in order to ensure that work is outcome focused and evidenced based 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 smooth running of the home.
* To ensure that sufficient resources are available in emergency/out of hours situations.
* To have line management responsibilities for a staff team, ensuring that all staff receive appropriate induction, supervision, and performance development reviews. Ensure that development of the staff team meets all mandatory requirements and additional service specific training. The Registered Homes Manager will have responsibility to ensure all training requirements are adhered to.
* To be responsible for ensuring effective communication of information to the team. To develop effective communication strategies and systems which assist staff in the operation of their duties.
* To have overall responsibility 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 into the home taking account of assessed needs of young people and associated risk management. To 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 children and young people are effectively safeguarded and that any concerns of a safeguarding nature are recorded and reported in line with local safeguarding procedures.
* To take responsibility for the maintenance of personal files in line with legislation and Durham County Council requirements.
* To actively participate in recruitment and selection, resolution policy, performance management and other staffing matters with support from Children’s Services Management Team.
* To undertake all mandatory training required for the post and to ensure that you continue with your own professional development. To ensure that the most recent legislative requirements and guidance are researched, understood, and implemented within the home.
* To ensure that all Health and Safety Regulations are complied with in accordance with Durham County Council’s policies, procedures, and practices in relation to the home, children, young people and staff.
* 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 an acceptable standard.
* 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 Young Peoples 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. This may entail working during an evening and on weekends. 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 / Short-Breaks Provision.

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

Registered Homes Managers must meet the criteria to be a ‘fit’ person (SC2) 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 | * Substantial experience in a position relevant to the residential care of children
* Significant experience of working with young people and their families
* Experience of providing effective management and leadership to a team
* Substantial experience in a role requiring the supervision and management of staff working in a care role
* Experience of child protection and working within policies and procedures
* Experience of networking and partnership working with other external agencies and professionals
* Budget and financial management skills
 | * Experience of planning and implementing service improvements
* Developing and monitoring systems
* Human resources practices
* Supervision and delivery of training
* Organising and co-ordinating delivery of services
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| Skills & Knowledge | * Understanding of Children’s Homes Quality Standards and Regulations 2015

and associated legislation regulations and practice guidance* Relevant procedures including Safeguarding, Looked After, Child Protection and Children in Need
* Care planning and review process
* Strong leadership skills
* Excellent supervisory skills
* Good understanding of Quality Assurance Frameworks
* Evidence based decision making
* Risk management
* Ability to plan and implement plans effectively
* Assessment skills
* Confident application of residential tasks and activities
* Excellent interpersonal skills with an ability to support colleagues, young people and families
* Excellent 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
* Ability to motivate and inspire others
* Ability to form productive and professional relationships
* Competent in ICT systems and processes
* Promote supportive and learning culture for both staff and young people
* Ability to establish targets for staff and young people
 | * 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 | * Good leadership qualities and the ability to lead by example
* Creative and aspirational for young people and the service
* Emotional resilience and maturity
* Organised and work within agreed timescales
* Balanced perspectives
* Non-judgmental approach
* Innovative, creative and imaginative
* Child Centred
* Commitment to continuous professional development
* Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours
* To be fit and able to undertake PRICE training (restraint and de-escalation)
* Access to a car or access to a means of mobility support (if driving, must have a current valid driving licence and appropriate insurance
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