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| **Job Description** |
| **Post title** | Transition Homes Manager |
| **JE Reference No** | N11038 |
| **Grade** | Grade 13 plus Transition Home Allowance of 2.5% |
| **Service** | Children and Young People’s Services |
| **Service Area** | Early Help Inc & Vulnerable Children |
| **Reporting to** | The postholder will be accountable to Senior managers. |
| **Location** | Your normal place of work will be Aycliffe Transition Services, 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 postholder will work as the Registered Homes Manager, with overall responsibility for all aspects of running the home and be part of the Transition Home Management team

The purpose of the Home is to ensure a *24/7* service for young people transitioning from secure environments, enabling them to live, learn and work in a safe and caring environment. The manager holds full responsibility for the team dedicated to working in their home, in line with the Children’s Homes Regulations 2015.

To provide high levels of emotional and physical care, appropriate activities, education, and comfortable accommodation for the young people. The manager and team will have oversight and engagement in the transition process, seeking to continue the progress of the young people whilst living in the community.

The post will sit within Early Help Inclusion & Vulnerable Children, service with oversight from Senior management within Aycliffe Secure Centre. The team has prime responsibility for ensuring cohesive high quality, child centred practice throughout the young people's placement, with particular emphasis on preparing for adulthood.

The role will include a mixture of normal office hours, as well as some shift work 7am-10pm, including bank holidays and weekends, and if required sleep-in duties., as well as being part of a duty management rota within the centre.

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| **Duties and responsibilities** |

**Safeguarding, Assessment and Child Protection**

* To ensure a comprehensive, consistent and uniform approach to transition, care planning risk management, application of Behaviour Management and safeguarding procedure.
* Liaise with internal and external partners to ensure a Multi-Disciplinary Team approach.
* Deploy models of care and integrate into team practices (e.g. PACE, secure stairs, trauma informed practice.)
* To ensure comprehensive assessments on transitions, ensuring information received is relevant and shared appropriately with staff working with the individual young people.
* Ensure all records are kept in line with Children’s Homes regulations, assessments are robustly completed, i.e. Health, Education, Risk assessments, as well as participation in planning/review meetings.
* To ensure all safeguarding documentation is completed and safeguarding information collated in a timely manner with input from all stakeholders.
* To ensure review mechanism and processes are in place for all safeguarding documentation and to liaise with local safeguarding teams regarding child protection issues.
* To progress child protection issues while young people are in placement and ensure safe discharge arrangements are in place for young people.

 **Incident and Risk Management**

* To lead on the arrangements for risk assessment and incident management ensuring timely analysis and de-briefing of young people and staff.
* To ensure all staff and young people have appropriate support mechanisms, and all stakeholders are included in the post-incident processes.
* To ensure risk assessment for activity both within and outside the home are developed and maintained.
* To include all stakeholders in formulating risk documentation and behaviour management planning.

**Workforce and Team Management**

* Ensure a team development plan is in place along with individual PDP’s
* To liaise with all partners in respect of placements of young people ensuring compatibility with Home ethos.
* To liaise with Learning and Development Team to ensure all staff have completed mandatory Training requirements
* To ensure the home is well maintained promoting a healthy, safe, and secure environment for all young people.
* To work closely with individual staff, undertaking supervision/PDR.
* Undertake performance management including attendance management procedures and work in line with other HR policies.
* To develop key performance indicators for the home, which are rigorously evaluated monitored and reviewed.
* Work with community-based services to ensure Young people in the home have, their needs met with access to all health, education, employment, and other appropriate services.
* Ensure compliance with all inspection and monitoring requirements.

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

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **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 | * Recognised qualification in childcare/social care e.g. Diploma level 5 leadership and Management, CSS, CQSW, PGSE, Social work Degree
* Recognised Management or other Qualification for registered Home manager
 | * Post qualifying social care/education/health e.g. PQ
* Psychology
* Mentoring
* Health and Safety Qualifications
* PRICE Training
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| Experience | * Significant recent experience of working in a Looked After Children/safeguarding practice role
* Substantial experience of working with young people with challenging behaviours
* Working in a child centred environment
* Experience of working in a Multi-agency environment
* Working in a safeguarding environment and knowledge of child protection.
* Experience of supervision of staff.
 | * Working in a secure environment
* Working in a residential environment
* Performance Management
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| Skills & Knowledge | * Children’s Homes Regulations 2015
* National Minimum Standards
* Ofsted inspection Framework
* Children Act and childcare legislation
* Excellent negotiation skills
* Up to date knowledge of community-based services
* De-escalation skills
* Excellent communication and presentation skills
* Motivational skills
* Creative thinking
* Excellent Organisational skills
* Team player
* Excellent IT skills
* Excellent leadership skills
* Excellent problem solving
* Working under pressure
* Challenging of others and responding to challenge
* Ability to analyse qualitative and quantitative data
* Multi-tasking under extreme pressure and situational stress
* Engaging in and delivering reflective practice
* Ability to manage physically challenging behaviour
 | * Independent Safeguarding Authority policies and procedures
* Secure Accommodation Regulations
* Mental health and emotional wellbeing of young people
* Restorative justice
* Cognitive Behaviour Therapies
* Knowledge of the youth custody service
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| Personal Qualities | * Committed to best outcomes for young people
* To be able to manage physically challenging behaviour and complete relevant positive behaviour support and physical intervention training.
* Committed to the principles of equality and diversity
* Flexible approach as duties will require work outside of normal hours
* Able to work under pressure
* Able to priortise work and meet deadlines.
 | * Access to a car or means of transport, if driving must have a current valid clean driving licence.
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