

JOB DESCRIPTION

Job title: Registered Manager
Responsible to: Operations Manager

JOB PURPOSE

Overseeing a team of residential care staff, you will ensure the highest standard of care and support is provided to the children within our residential services, prioritising their well-being and helping them to live as safely and independently as possible.

DUTIES AND RESPONSIBILITIES

1. To be the named Registered Manager for the home.
2. Ensure the highest standard of care is delivered within the home, in line with NEAS policies, current legislation, quality care standards and best practice.
3. Oversee the safety, welfare and development of all children, encouraging each resident to fulfil their potential in all areas, including self-development, education and social activities.
4. Safeguard and promote the welfare of children and protect them from risk of harm, reporting any concerns to the appropriate person.
5. Comply with the Society's Safeguarding Policy and make sure all staff are aware of Safeguarding Children procedures.
6. Deliver a high-quality service to the residents, their families and the placing authority, in accordance with the home's Statement of Purpose.
7. Promote the respect, dignity and privacy of children as far as possible.
8. Promote a multi-agency approach to agree effective, workable care plans for each resident – such as Placement Plans, STEP plans and Health Action Plans.
9. Ensure that the Placement Plan for each resident is implemented and understood by staff.
10. As appropriate, liaise with families, friends and advocates of each resident, as well as external agencies such as GPs, psychiatrist, social services etc.
11. Assume responsibility for the implementation of the 24-hour programme, liaising with both the language and communications therapist and teaching staff.
12. Maintain positive relationships with parents, families and advocates, consulting with them and encouraging visits to the home and regular communication (where appropriate).
13. Ensure a full programme of occupational, recreational, social and educational activities are offered to meet children's individual needs.
14. Ensure each resident's health needs are met, that they receive appropriate medication, accurate records are maintained, and visits to GPs, dentist and other health care professionals are carried out as required.
15. Ensure residents enjoy a healthy, balanced diet and cater for any dietary requirements.
16. Ensure that resident reviews are held within the statutory requirements and, where necessary, be prepared to chair the meetings and take minutes.
17. Ensure physical interventions are only used as a last resort, and that any physical interventions that do occur are fully recorded.

18. Assess the individual needs of each resident and review this on a regular basis, ensuring that the progress of each child is monitored and recorded comprehensively and confidentially in line with statutory requirements.
19. Supervise residential care staff and undertake supervisions and appraisals on a regular basis.
20. Guarantee that the home is administered effectively and ensure the building and its environment are kept in a state of good repair, liaising with the relevant teams within NEAS when maintenance work is required.
21. Provide opportunities for residents to be consulted on the running of the home, the quality of care and any other matters of personal importance.
22. Guarantee home records are monitored on a monthly basis, including the recording and monitoring of expenditure and ensuring stock for the home is replenished as required.
23. Take responsibility for the maintenance of statutory documents within the home; including fire log book, maintenance records, visitor logs, legionella accident book, etc.
24. Act upon actions or recommendations made by regulatory bodies such as Ofsted.
25. Provide support to the monthly Regulation 44 Inspector and carry out and complete the 6-monthly Quality of Care Review (Regulation 45).
26. Ensure effective rota management.
27. Take an active role in the recruitment, selection and screening of staff.
28. Monitor and support the staff team through flexible working times which may also include the need for sleep-in, on call duties, night shifts, and providing temporary cover, so far as is practicable, for team members and other teams in their absence.
29. Undertake all mandatory training and participate in ongoing training and development to ensure knowledge, skills and competencies remain up to date.
30. Ensure staff undertake all necessary training required to fulfil their roles – e.g. staff involved in food preparation must have undertaken appropriate food hygiene training.
31. Ensure staff are aware of, and adhere to, all relevant policies, procedures and codes of practice relevant to the home; this includes, but is not limited to, risk assessment, health & safety, child protection, COSHH, etc.
32. Guarantee meetings which relate to the day-to-day running of the home take place, that they are chaired and that minutes, acting upon any staff requirements.
33. Participate in regular Management, Support and Development sessions with your line manager, and with all staff for whom you are responsible.
34. Manage poor performance where necessary.
35. Record staff absences, informing HR and payroll and ensuring records are up to date.
36. Ensure the home is financially sound and that good budget management is evident.
37. Work in anti-discriminatory manner at all times.
38. Promote an inclusive and empowering culture within the home, which encourages staff to share new ideas, learning and best practice.
39. Any other duties commensurate with the grading of the post.

Commitment to safeguarding

The North East Autism Society is fully committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults and expects all staff to share this commitment. We recognise it's our responsibility to take all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation.

Employees and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of those we support.

Supporting autistic individuals

Supporting autistic and/or neurodivergent people in a specialist care setting provides a rewarding and diverse day-to-day job, however aspects of the role can be demanding. This includes times of crisis when it may be hard to understand and respond to the needs of those we support.

Some of the children, young people and adults we support may have additional, co-occurring conditions including communication and/ or physical disabilities or difficulties meaning certain environments can be overwhelming and stressful. While others will have encountered placements breaking down in the past, relationships changing and other traumatic situations.

Crisis situations do occur and while full ongoing training, peer and managerial support is offered, the role does require resilience and a strength of character alongside the ability to put training theory into practice.

When completing your application, please include clear examples of how you meet these requirements.

	ESSENTIAL	DESIRABLE
Education and training	Level 5 Diploma in Leadership and Management for Residential Childcare (or equivalent)	A1 Assessors qualification Autism-specific qualification Safeguarding Children Designated Person
Experience and skills	Significant experience in children's residential care, including experience in a supervisory role. Alongside, you must have within the last 5 years, worked for at least 2 years in a position relevant to the residential care of children and worked for at least one year in a role requiring the supervision and management of staff working in a care role. Experience of supporting autistic and/or neurodivergent individuals, or those with a disability Strong communication skills, both written and verbal, with an understanding of different methods of communication (e.g. people who are non-verbal) Competent in IT, including the use of word processing, emails and the internet Experience of working with parents, carers, other professionals and agencies Experience supervising and managing a team, including skills sharing, learning and development and managing poor performance (where necessary) Collection, maintenance and management of data and information, ensuring confidentiality (Reg 44 and 45) Competent in finance management, for both residents and the home Experience in assessing children's needs and preparing care plans Attending, writing and recording of reviews (e.g. LAC, Sec 17)	Good understanding of autism and other forms of neurodiversity Understanding of the Protection of Vulnerable Children Experience managing a residential home (or similar) STEP trained (or similar) Experience delivering staff induction and training Experience recruiting, and retaining, staff members

When completing your application, please include clear examples of how you meet these requirements.

Values and attitude	Desire to make a difference to the lives of others Able to lead, motivate and manage staff teams An effective team player with a professional and positive attitude Committed to working in an anti-discriminatory way Be friendly, approachable and patient and strive for the highest quality in all tasks Committed to safeguarding and promoting the welfare of children, young people and adults Able to act on own initiative to plan, organise and problem solve Operate with integrity and be fair, honest and respectful at all times Confident and able to put into practice everything learned via our thorough training programme, within multiple environments, which can include challenging or crisis situations	
Other competencies	Knowledge of social care legislation, including Safeguarding Children Procedures, Children's Home Regulations (2015) etc. Knowledge of the social and emotional needs of young people Understanding of the rights of the child and advocacy Understanding of principles and practices in relation to behaviour management	Able to drive, with a clean UK driver's licence Knowledge of first aid