

Children's Home Manager

Reports to: **Service Manager, Corporate Parenting**
Direct reports: **Care Home Staff**

Evaluation: **663 points**
Grade: **N10**
Reference: **DD152**

Purpose

The planning, organisation and management of a residential home for children and young people with severe emotional, behavioural or learning difficulties, which meets the National Standards for Residential Care

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Ensure that working practice enhance and develop services for children and young people in accordance with the Children Act 1989 and 2004, working within Directorate procedures.
2. Ensure that children and young people's needs are met sensitively and professionally in line with the Directorate's policies, procedures, working practice, guidelines etc., taking a lead role in overseeing the residential care of children and young people who have suffered trauma. Ensure that the physical and emotional needs of children and young people are met to ensure their continued development.
3. Monitor childcare practice in the home, ensuring that it complies with Directorate policies and practice to enhance the outcomes of children and

young people in care and ensure that the dignity of the young person is respected.

4. Oversee the preparation, implementation, monitoring and evaluation of development programmes for children and young people in our care in consultation with fieldwork staff. Liaise with other childcare professionals as necessary.
5. Take a lead role in the analysis and evaluation of children and young people's development including participation at reviews, staff meetings, meeting with parents, care conferences etc.
6. Ensure records and reports are kept regarding children and young people (and their families where appropriate), and that these are relevant, factual and up to date.
7. To plan, organise and manage in the most efficient and effective way, work undertaken by staff at the residential home, ensuring adequate staffing levels to meet service needs.
8. Supervision of all care and ancillary staff working in the home. To include dealing with staff recruitment, sickness absence management, discipline/grievance matters, appraisals, assessing training and development needs.
9. Ensure that good standards of supervision and order are maintained within the home. Establish and maintain daily routines with the aim of promoting good behaviour, the general safety and welfare of children and young people in care and ensure that appropriate risk assessment and risk management strategies are in place.
10. Prepare complex reports relating to issues concerning residential childcare, attending or participating in committees, working groups etc. In consultation with the Service Manager Corporate Parenting, represent the Directorate, as appropriate.

11. In accordance with the Directorate's policies and financial procedures, maintain systems to deal with ordering supplies, monitoring and control of delegated budgets.
12. Ensure any defects on the physical condition of the building or equipment are reported. Take the necessary measures to ensure that children and young people and staff are not put at risk by such defects, and that Health and Safety Regulations are complied with.
13. Ensure that fire regulations, fire drills and other emergency procedures are known and understood by children and young people and staff. Organise regular practices.
14. The Manager will be required to assist in the development of policies and working practices to ensure that the home meets National Minimum Standards for Residential Care.
15. To gather and collate management data as required by the Directorate.
16. To work in any relevant working setting as so needed by the Directorate.
17. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
18. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.