JOB DESCRIPTION

Job Details			
Job Title:	Interim Registered Manager – Children's Residential Home		
Team/Department:	Children's Residential		
Reports to:	Responsible Individual	Location:	Alsager, Cheshire
Appointment period:	Fixed Term	Hours	37.5

Job Purpose

Fulfil all duties and responsibilities of a Registered Manager as required by the Children's Homes Regulations 2001.

Work with the Head of Children's Residential and contribute to the planning, delivery and review of services. Monitor and maintain standards against agreed criteria and objectives and to implement quality assurance systems, which reflect agreed good practice, involve children and young people and their carers and meet legislative requirements.

This will necessitate a joint management approach and collective work strategy involving the Deputy Manager and qualified Residential Children's Workers.

Main Duties & Responsibilities

1 Responsible for the management of the home, ensuring the provision of a 24 hours, 7 day service, which is capable of responding to provide advice to workers during out of office hours

2 Contribute to training strategies which reflect the objectives and targets of the Service and which promote and maintain a learning culture within the workplace. To undertake essential training to fulfil this.

3 Identify new business opportunities and advise the Head of Children's Residential and work together with them on developing proposals for new opportunities.

4 Ensure the views, wishes and feelings of children living at the home are taken into account in relation to matters affecting the children's care and welfare and their lives.

Play a key role in seeking to develop the home's effective working relationships with each child's placing authority and with other relevant persons which may include services, individuals (including parents), agencies, organisations and establishments that work with children in the local community, e.g. police, schools, health and youth offending teams.

Develop a culture in which children feel safe and are safe. Children and young people at the home must be supported to be aware of and manage their own safety both inside and outside the home to the extent that any good parent would. The manager must provide the guidance to the team to help children to understand how to protect themselves, feel protected and be protected from significant harm.

Able to develop, implement and monitor systems so that all staff receive supervision of their practice from an appropriately qualified and experienced professional, which allows them to reflect on their practice and the needs of the children assigned to their care.

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Main Duties & Responsibilities

4 Provide effective leadership to a staff team, be responsible for leading and managing all employees within the home including: recruitment and selection; induction and post appointment assessment; training and development; supervision, at the appropriate level in accordance with agreed procedure.

5 Prepare, plan and take part in the formal programme of service and establishment inspections.

6 Manage resources effectively, including budgets, buildings, equipment etc and the use of resources not provided directly by Bedspace, under the Children Act and Children's Homes (England) Regulations, including Quality Standards Guide 2015.

7 To contribute and assist in human resource planning to meet the needs of the business.

8 Ensure the teamwork in a co-operative manner with other agencies to achieve joint objectives and provide complementary services.

9 Provide leadership and management to all staff through written information, team briefings, supervisions and management meetings to ensure the aims and objectives of the home are met to achieve positive outcomes for children and young people.

10 Embed the therapeutic ethos of Bedspace Residential Services within the Homes. To ensure that all areas of a child's care addresses their physical, emotional and social development.

11 Monitor and review the running of the home to achieve the best possible outcomes/progress with children and young people living in the Home using key indicators such as educational attainment/achievement, health and low criminalisation.

12 Provide appropriate returns to the Head of Children's Residential in compliance with Company policies and procedures with regard to operations, human resources, financial and legal obligations.

13 Represent the department and company at meetings and committees providing clear advice and input. Attend and advise external bodies, including partner meetings, specialist groups and local providers as required.

14 Ensure effective management of health and safety in the Home. Carry out risk assessments as necessary, ensure suitable arrangements are in place and monitor their effectiveness.

15 Assist in the negotiation of contracts and Service Level Agreements on behalf of the Company and ensure complete service delivery of contracted and non-contracted agreements

16 Deputise for other managers in their absence and undertake duty manager on-call duties as and when appropriate.

General Accountabilities

1 Ensuring the highest standards of quality are achieved in all duties carried out.

2 Communicating effectively within the team, with other teams and across the company as a whole.

3 Conducting all activities in a manner in line with the company's vision and values, promoting good external relations and a positive image of the company.

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4 Responsible for meeting individual performance targets as agreed with post holder's manager.

5 Supporting the culture of cross sectional working, encouraging a culture of project work focusing on the objectives of the company as a whole. Actively participating or leading in projects and corporate tasks as required.

6 Reporting on such performance, management and operational information as requested by the post-holders manager.

Health and Safety
The post holder is required to carry out the duties in accordance with the company Health and Safety policies and procedures.

Diversity
The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

Confidentiality
The post holder is required to observe and maintain strict confidentiality in respect of guests, clients and all company information.

Other Duties
The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this post will be mutually agreed with the post holder.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager. This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

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This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable
Qualifications	Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services with Children and Young People's Residential Management Pathway If you hold a Social Work degree (or equivalent), to be registered with the Social Work England within six months from date of commencement in post	E
	Evidence of holding a management position	E
	Satisfactory DBS record	E
	Willingness to undertake further training	E
	Current driving licence	E
Experience and knowledge	The post holder should have significant and relevant experience of:	
	Experience of Ofsted inspections	D
	At least two years' experience of working at a senior level within a residential setting within the last five years	E
	An understanding of therapeutic models of care, evidence-based and research-led approaches.	D
	Experience of planning staffing levels and rota management to ensure that the needs of children and young people are met and the home can respond flexibly to unexpected events.	D
	Provide care and control, including emotional support and appropriate boundaries to behaviour Assess needs, plan and implement care programmes Counsel, motivate and effect change in children and young people and their family circumstances Ability to promote and develop the professional skill base of the team members Knowledge of the full range of needs of children and young people Aims and principles of the Children Act and Children's Homes (England) Regulations, including Quality Standards Guide 2015 and its relevance for residential care	E
	Human Resource management - At least one year's experience managing a team in a care setting	E
	Extensive history of working together with other agencies to safeguard and provide positive outcomes and progress for children and young people.	E

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	Requirements	Essential / Desirable
	Experience of monitoring and evaluating the outcomes of children and young people.	E
	Budgetary experience	E
	Risk management	D
	Conflict Management	E
	Knowledge of Health and Safety at Work	E
Personal skills	Ability to travel, as required between Bedspace locations	E
	The ability to work flexible hours as required	E
	Comprehensive understanding of service delivery	E
	Ability to work within a challenging environment	E

Essential/Desirable:
E = Essential: Requirements without which the job could not be done. D = Desirable: Requirements that would enable the candidate to perform the job well.

Job Specific Competences

Competency	Requirements
Communication	• Sharing information openly, both verbally and non-verbally, encouraging others to speak and listening to their views. • Selects appropriate means of communicating. • Listens, receptive to ideas and the feelings and concerns of others. • Tolerates differences and is willing to listen to others' views. • Displays ease in establishing and maintaining rapport across hierarchical and functional boundaries.
Teamwork	• Supporting, co-operating and working with others to achieve common objectives. • Motivates self and others to achieve team objectives. • Can work in a climate where people can work together and learn from each other. • Respectful of others in the team. • Recognises the importance of trust and tolerance of failure.
Customer Service	• Accurately identifying the needs of internal and external customers and works to exceed their expectations. • Takes pride in turning a negative situation into a positive one.
Planning & Organising	• Identify meaningful, practical techniques and processes that allow priorities to be met. • Adapts to changes and revises the plan accordingly, communicating and working to the new plan.
Organisational Awareness	• Understanding how the business performs, its operating procedures and deliverables, in order to achieve objectives. • Consults with all relevant staff to agree goals and targets to be achieved to meet objectives.
Problem Solving	• Takes action to avoid problems or resolve with solutions that fits the needs of the business. • Generates or finds a variety of possible solutions to solve problems.

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Resilience and Tenacity	• Overcomes obstacles and delivers results by showing tenacity and persistence. • Takes responsibility for their own mental and physical well-being. • Deals with setbacks in a mature manner. • Pursues goals with resolve, in the face of obstacles, setbacks and pressure of other work. • Takes full responsibility for their decisions.
Self Development	• Ability to identify and maintain a high standard of professionalism and performance by identifying and creating self-development opportunities. • Seeks feedback in order to improve performance.
Motivating	• Encourages and supports others, making them want to achieve both organisational and personal objectives. • Inspires trust and confidence in others by being fair, open and accessible and is seen to advise and support others.
Managing Change	• Makes change happen, looks ahead to assess the need for change and sells the benefits. • Escalates issues to ensure that obstacles do not prevent change happening.
Improving Performance	• Identifies methods of improving own and others' performance to meet organisational objectives. • Is willing to impart knowledge and information to others and give feedback pro-actively.