

### Job Description

<b>Job title</b>	Registered Manager – Children's Home	<b>Job family</b>	Education & Children's Services
<b>Reporting to</b>	Regional Operations Manager	<b>Job code</b>	
<b>Location</b>		<b>Evaluation Date</b>	

Job Purpose
<p><b>“Make a Difference to Young People”</b></p>
<p>To take overall responsibility for the management and leadership of the Children's Home as the Registered Manager in charge, promoting high standards of care in line with our regulatory bodies.</p> <p>The Registered Manager will ensure young people receive excellent levels of emotional and physical care, within a home that offers a safe, nurturing and comfortable environment with a staff team that is supportive, and enabling, providing opportunities and experiences to instil positive values and reaffirm the importance of children enjoying a childhood.</p> <p>To lead and manage both employees and resources to ensure high standards of service are achieved within the home, exceeding regulatory standards.</p> <p>To manage the budget of the home and ensure the business remains viable and to meet and exceed the key performance indicators for people, quality and performance.</p> <p>Key focus on:</p> <ul style="list-style-type: none"> <li>• Safety</li> <li>• Providing a quality service to the young people</li> <li>• Employee engagement</li> <li>• Safe recruitment</li> <li>• Supporting the development and learning of employees in the team</li> <li>• Ensuring that the service is financially sustainable including by safely supporting new referrals into the service and managing costs appropriately</li> </ul>

## Responsibilities

### Meeting Standards / Compliance / Quality

- Ensure that all employees within the home understand their role, so that they are able to undertake their duties and responsibilities to a consistently high standard in the normal course of their duties.
- Comply with all statutory / legislative requirements.
- Comply with the Company's policies and procedures and all other relevant supplementary instructions.
- Liaise with and co-operate at all times with relevant Local Authority employees and other professionals, meeting their requirements as appropriate.
- Prepare detailed reports for Statutory and Case Reviews to a consistently high standard.
- Meet legislative and Company Health and Safety standards.
- Implement quality assurance practices to monitor and evaluate standards of the individual and of the team performance, to support the company to achieve its objective to continuously improve upon quality.

### Finance

- To manage the designated budget, ensuring value for money is achieved.
- Monitor and control expenditure of the homes spending. Take control of all of the home's spending.
- Monitor the young person's spending of their allowances.
- Authorise and monitor items purchased for the home.
- Investigate and report any financial irregularities appropriately.

### Employee Management

- Maintain a positive working environment.
- Recruit high calibre employees that demonstrate our values and behaviours and delivery consistently high quality services.
- Drive a high engagement culture through vision and great leadership, coaching, development, recognition and communication to retain our people.
- Robust performance management, including supervision and appraisals.
- Identify and pursue training and development needs to drive succession and talent management of our people.
- Manage people matters and challenging situations, such as discipline, grievance, capability, and absence.
- Ensure the workplace upholds effective systems that are understood, implemented and monitored, with consideration to Company policy and procedure, including those relating to Health and Safety, equality and diversity.
- To manage staff rota, enabling deployment of appropriate staff resources to ensure key tasks are fulfilled, to include provision for back up as required in times of emergency/out of hours.

**Children's Outcomes**

- Promote the Practice of working in partnership with our young people, their families and other professional agencies involved in the care of the individual.
- Arrange admissions of young people to the home in line with Company policy and procedure.
- Ensure that the care and well-being of the young people is maintained at the highest level at all times.
- Encourage communication and interaction within the home in order to broaden life and stimulate interests.
- Ensure that all young people receive appropriate medical, dental and other ancillary care in line with care plans.
- Encourage, stimulate and participate in social activities for the benefit of the young people.
- Meet with Social Workers to develop, review and act upon individual care plans.
- Liaison with young person's family as appropriate.

**Knowledge / Education / Skills**

**Knowledge**

A sound working knowledge of the statutory requirements associated with the residential care of young people. This will include Children's Homes Regulations, Health and Safety legislation etc.

**Education**

A management qualification of at least or equivalent to Level 5 Diploma in Health and Social care for Children and Young people. The role holder must have completed the full registration process and declared fit by OFSTED.

**Skills**

Proven people management skills within a residential setting, including motivating, directing, delegating.

Proven organisational skills.

Proven financial management skills.

**Experience**

At least 2 years' experience in a managerial role within a children's residential setting.

## **Communication**

The post-holder is required to have a clear and positive communication style both verbally and non-verbally; they will be required to provide written and verbal information in a succinct manner in a way that is understood by those that they are communicating with;

## **Responsibility**

### **Employees**

Be able to demonstrate strong leadership ability in a key demanding role.

### **Budgets & Equipment**

Pro-actively manages and monitors budget spend for the home, using key KPI's and business drivers.

### **Information**

Shared responsibility for the confidentiality, security and accuracy of records, data and information. Ensuring good quality documentation, which meets the regulatory and statutory requirements.

## **Working Environment**

The educational and social challenges experienced by children may, at times, give rise to unusual or anti-social behaviour which can be very emotionally and physically demanding.

Upholding the Company Behaviours	
Demonstrate in this section how the role will evidence and support the Company Behaviours	
Behaviour	Responsibility to evidence
Putting People First	<b>Management</b> <ul style="list-style-type: none"> <li>Analytical</li> <li>Delivers a compliant and quality driven school</li> <li>Solution focussed</li> <li>Risk aware</li> <li>Innovative</li> <li>Engaged</li> <li>Willing to Learn</li> </ul>
Being a Family	<b>Leadership</b> <ul style="list-style-type: none"> <li>Motivational</li> <li>Accountable</li> <li>Outcomes driven</li> <li>Inspirational</li> <li>Takes Ownership</li> </ul>
Acting with Integrity	<b>Values</b> <ul style="list-style-type: none"> <li>Respecting others</li> <li>Awareness of Culture</li> <li>Trustworthy</li> <li>Belief</li> <li>High expectations</li> <li>Openness</li> </ul>
Being Positive	<b>Emotional</b> <ul style="list-style-type: none"> <li>Resilient</li> <li>Empathetic</li> <li>Reflective</li> <li>Confident</li> <li>Self Aware</li> <li>Determined</li> </ul>
Striving for Excellence	<b>Vision</b> <ul style="list-style-type: none"> <li>Aspires to excellence</li> <li>Desires continuous improvement</li> <li>Clarity of thought and expression</li> <li>Focussed</li> <li>Aspirational</li> <li>Is clear about and can communicate the "vision"</li> <li>Wants to leave a legacy</li> <li>Committed to excellence</li> </ul>

***Please note that you may be expected to undertake other duties and responsibilities as appropriate to the role.***