Registered Manager

Grade 12

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy.

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

In Staffordshire we want to improve the lives of all children and young people. We are using a whole system approach to enable children to be happy, healthy and safe. We are supporting families to stay together so that children can remain within a home environment wherever possible. Our vision is to create one system, that places children and their families at the heart of all that we do. Where support is required for come families, access to this will be local. Accessible and make a difference and specialisms will work to enhance those offers.

Our Children's Social Care workforce is passionate and committed to improving outcomes for children in Staffordshire by providing a consistent, high-quality service to children and families, together with excellent working relationships with our partners and the support from a stable leadership and management team. We are committed to a culture of shared learning and development in which everyone has a part to play to ensure that our services to children and families focusses on positive outcomes.

Our Residential Social Care Services are responsible for the delivery of providing a range of placements and provision to children and young people within Staffordshire. We deliver these via a range of building based facilities working within statutory guidance and registered by Ofsted. Residential staff aspire to provide advice, assistance and support to children and young people to attend to their practical, physical and emotional needs. To act as an appropriate role model and to work closely with them to enable them to achieve their potential.

The settings include:

* Long term placements
* Short term assessment placements
* Short Breaks for children and young people who are on the ‘Edge Of Care’.
* Short Breaks for children and young people with a disability.

Reporting Relationships

Responsible to: Residential Lead

Responsible for: Deputy Managers and general oversight of the staffing

compliment

Key Accountabilities:

* To be registered with Ofsted as a Registered Manager for the home, to satisfy Ofsted requirements.
* To ensure effective leadership and management support, supervision and guidance to all staff who are employed in the Children’s Home to ensure the effective provision of support for the children in their care.
* To implement the aims of the Statement of Purpose that governs the function of the home and ensures it accurately reflects the ethos and stated aims of the home and is regularly reviewed and updated.
* To ensure correct compliance with the Children’s Homes Regulations 2015, and Quality standards including those matters that require Ofsted notifications including the implementation of any action required as a consequence of an Ofsted Inspection and the Independent visitors (Regulation 44) report.
* To manage staff in the delivery of individual packages of support for the children and young people to ensure that care plans are outcome focussed, are regularly reviewed to ensure they meet the identified needs of children.
* To ensure efficient communication mechanisms are in place to hear the voices of the children, young people and their families on the edge of care and in receipt of short breaks, utilising feedback and observations to improve design and delivery of the services.
* To manage performance by using available data, audit and management tools such as
  + Regulation 44,
* Ofsted Inspections,
* Regulation 45 Reports to ensure the homes are effective and compliant with Ofsted regulations.
* To manage the finances ensuring they are within agreed levels, offering best value and meet authority’s and financial regulations.
* To produce and implement appropriate service plans, to achieve targets and have effective mechanisms in place to monitor progress towards this in relation the children and the efficiency of the home.
* To ensure that all case file audits for individual children are carried out monthly and work with the staff to address any shortfalls and co-ordinate and be responsible for the actions being completed.
* To ensure medication is administered to individual young people and ensuring that an adequate supply of prescribed medication, medication is stored in line with policy and legislation and that there are regular stock audits.
* To work collaboratively and in partnership with the young person, team members and other professionals (Police, Social Workers, Education and Health) to contribute and monitor the multidisciplinary assessment of children’s needs, support children in order for them to reach their full potential as outlined in their care plans.
* To undertake any other duties required by management, which are commensurate with the grading of the post.

**Other information**

* + - 1. This includes covering at other homes across the county which could be at short notice.
      2. To be part of the of the ‘on call rota’ for all homes across the service
      3. Must be able to meet the statutory requirement of Ofsted in relation to ‘fit person’ interview
      4. Casual car user

**Professional Accountabilities:**

Additionally, the post holder is required to contribute to the achievement of the Council, Directorates, Strategic HR and individual objectives through:

**Financial Management**

Personally accountable for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service area.

**People Management**

Participation and contribution in the Personal Performance Review process.

**Equalities**

Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the County Council’s corporate climate change strategy.

**Health and Safety**

Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the County Council Health & Safety policy.

**Safeguarding**

To be committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Diploma Level 3 in Children & Young People or equivalent * Diploma Level 5 in Leadership and Management or equivalent. | A/I/T |
| **employer_small** | **Experience and Knowledge**   * Significant experience of working with children and young people in a residential or similar setting * Minimum of 2 years’ experience of working in the last 5 years in a residential setting in line with Ofsted requirements. * Evidence of successfully leading and managing including supervision and development of staff. * Detailed knowledge of the regulatory framework, Children’s Homes Regulations 2015, and Quality Standards. * Demonstrate an effective understanding and appreciation of the needs and experiences of children and young people and their families who are on the ‘edge of care’. * Ability to interpret relevant enquiries, reports, and research findings in relation to children in care/on edge of care to positively impact the application for service delivery. * Detailed knowledge of policies and procedures related to safeguarding and its application to Children’s Homes Regulations 2015. * Strong commitment and experience of inter-agency partnership working. * Financial management experience including management and monitoring of staff resources and procurement of budgets. * Ability to lead a home in a way which is consistent with approach and ethos of the service as set out in Statement of Purpose. * Effective understanding of performance management and performance monitoring systems to collate, analyse and interpret data to inform and influence learning, practice and future service development. | A/I/T  A  A/I    A/I/T  A/I/T  I/T  A/I/T  A/I  A/I  A/I/T  A/I |
| **employer_small** | **Skills**   * Effective written and oral communication skills with ability to create reports and presentations. * Proven leadership qualities and the ability to inspire and motivate staff. * High level of interpersonal skills including the ability to demonstrate effective working relationships both internally and externally to promote good outcomes for all young people utilising the service. * Evidence of ability to make sound judgements and risk management in relation to delivering and promoting residential care for children and young people. * Ability to work under pressure and meet competing demands. * Outcomes orientated and high motivation and ability to work on own initiative with minimum management oversight. * Ability to prioritise work, meet objectives and maintain effective work system in line with the Management of Children’s Homes Regulations 2015. * ICT literate in a range of Microsoft software * Commitment to equal opportunities, anti-discriminatory practice and understanding of Equality Act 2010. * Commitment and ability to demonstrate restorative approaches to working with Families and Children. * Commitment to continuous professional development and any relevant training programmes, conferences, etc. | A/I/T  A/I  A/I  A/I/T  A/I/T  A/I  A/I  A/I  A/I  A/I/T |

**employer_small**If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job center plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300