

# Registered Manager – Children's Residential Services Grade 11

## **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**

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths.

This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community.

Working in this way is also more sustainable. We can support more families to live better lives if we focus on addressing needs as early as we can. This report details the changes we have already made across the children and families system.

We will continue to build a strengths-based approach which will promote a culture of inclusion and support to enable children to achieve their best outcomes.

**Political Restriction:** This position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009

### **Vision Statement for Families First**

'To work with partners and families in Staffordshire to enable vulnerable children and young people to be safe and secure; to promote physical and emotional well-being and to help them achieve their full potential within their communities'.

This shared vision has been developed by a range of people involved in and committed to high quality, strong and effective children and families' services in Staffordshire. It incorporates views and ideas from managers, front-line practitioners and service users who will be the key contributors to making the vision a reality.

### **Purpose and values of working with children and families**

Families First works closely with partner organizations and our approach is built on the firm foundations of an integrated 'team around the family'. We facilitate local support and evidence-based intervention for children and families to prevent needs escalating to a level requiring statutory specialist services. Where specialist services are needed, we ensure that timely and effective decisions are made to secure the best outcomes for a child's future.

Our staff and services are based in localities to provide easy access to families and we work with schools and academies, with Police, health services and a range of other partners through our Local Support Teams to

prevent children, young people and families requiring more intensive support.

**Our Core Purpose** – What we do to help vulnerable children and young people in Staffordshire:

- Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop effective and efficient services

We’ll know we have succeeded when we can provide evidence that we are achieving our core purpose within the resources available.

- Work with children, young people and families that are at risk of their needs escalating to a level that requires statutory intervention.

We will invest in services to prevent needs escalating and will recognise that children’s needs are best met within their own family and community, where this is safe to do so.

We’ll know we have succeeded when an increased proportion of children, young people and families report improved outcomes.

- Involve and engage children, young people and families in aspects of the services that we develop and deliver.

Families First is committed to involving and engaging children and young people, and we will ensure that our services continue to be fully responsive, that practice is focused on children and young people’s needs and that their views are built into the design and delivery of services from the outset.

We’ll know we have succeeded when children, young people and their families tell us they are satisfied with our services; that they feel involved and we can provide evidence of where we have acted on service user feedback.

- Share responsibility with partners to achieve positive outcomes for children and young people.

Working with our partners we will deliver services to children and young people to achieve positive outcomes that respond to and meet individual and locality needs.

We'll know we have succeeded when we have evidence to show that shared outcomes have been achieved.

### **Looked After Children's Service**

The Service's function is to ensure that all Staffordshire's Looked After Children and Care Leavers achieve their full potential. The Service works in partnership with children, families and other professionals to promote resilience and improved outcomes for children by providing and supporting non-stigmatising, stable placements and after care arrangements.

### **Disability Resources**

The Service's function is to provide a range of flexible short breaks to meet the needs of disabled children and their carers.

Short breaks take place during the day, evening, overnights, or weekends, and activities and can take place in the Resource Centre, Family Link, home or community setting.

Disability Resources work closely with disabled children, their parents and carers and a range of other professionals, including Independent Futures, to facilitate short break packages to provide a range of positive opportunities for disabled children and give parents and carers a break from their caring responsibilities

### **Reporting Relationships**

**Responsible to:** Residential Lead

**Responsible for:** Cannock Resource Centre

**Key Accountabilities:**

1. To take a lead role in ensuring Statement of Purpose accurately reflects the ethos and stated aims of the home and is regularly reviewed and updated.
2. To ensure correct compliance with Regulations 2015 including those matters that require Ofsted notifications.
3. Oversight and assurance regarding the day to day running of the Children's Home and safety of young people utilising the services.
4. Oversight and co-ordination of the delivery of individual packages of support for the children and young people and ensure that care plans meet identified needs of children and are regularly reviewed and are outcome focused.
5. Responsibility to fulfil all requirements under Children's Homes Regulation 2015, and Quality Standards.
6. Oversight of the recruitment and retention of staff to ensure compliance with Children's Homes Regulations 2015 and National Minimum Standards.
7. Ensure all staff understand Statement of Purpose and outcomes of the home and have oversight opportunity to enhance capacity and learning including induction, training and We Talk appraisal process.
8. 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.
9. To have performance management system in place to audit comprehensively in line with Children's Homes Regulations 2015, and Quality Standards, e.g.

- Regulation 44.
  - Ofsted Inspections.
  - Regulation 45 Reports.
10. Monitoring the implementation of County Council Policies and Procedures and Guidance. Ensure all staff are aware and adhere to these and take appropriate action to address any shortfalls including training, performance improvement plans and disciplinary procedures.
  11. Ensure financial budgets are proactively managed, service costs are within agreed levels, offer best value and meet authority's and financial regulations.
  12. Oversight and a proactive response to resolving complaints at an early stage.
  13. Provision of effective, leadership and management support, supervision and guidance to all staff who are employed in the Children's Home.
  14. Production and implementation of appropriate service plans, service report cards and service performance reviews to achieve targets and have effective mechanisms in place to monitor progress towards this.
  15. Develop and maintain partnership arrangements with internal and external agencies to meet and fulfil holistic needs of children and young people utilising the service.
  16. To chair meetings where appropriate in line with Children's Homes Regulations 2015 and Statement of Purpose of the service.
  17. To attend and participate in monthly Prevention and Placement Management meetings.
  19. To contribute and attend Corporate Parenting Panel when required to do so.

20. To ensure effective recording mechanisms are in place and that staff are compliant with these procedures.
21. To promote clear lines of communication and consult with staff and have a proactive response in identification and early resolution to problems.
22. To undertake any other reasonable duties commensurate with the grade and nature of the post.
23. When requested to work in or provide additional support in another residential home.
24. To provide out of hours activities and support to staff.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

#### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service

#### **People Management**

Engaging with People Management policies and processes

#### **Equalities**

Ensuring 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**


Commitment to safeguarding and promoting the welfare of vulnerable groups.

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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>• DipSW, CQSW, NVQ 4 or equivalent.</li> <li>• Management qualification. L5</li> </ul>	<p>A</p>
	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years’ experience of working with children and young people in residential or similar setting.</li> <li>• Minimum of 2 years’ experience of working at a similar level in a residential setting.</li> <li>• Proven track record of leadership and direct management experience of supervision, development of staff.</li> <li>• Detailed knowledge of the regulatory framework, Children’s Homes Regulations 2015, New Quality Standards.</li> <li>• Demonstrate a good understanding and appreciation of the needs and experiences of children and young people and their families who are on the ‘edge of care’.</li> <li>• Awareness of relevant enquiries, reports, and research findings in relation to children in care/on edge of care and impact of application for service delivery.</li> <li>• Detailed knowledge of policies and procedures related to safeguarding and its application to Children’s Homes Regulations 2015.</li> <li>• Strong commitment to inter-agency partnership working.</li> <li>• Financial management experience including management and monitoring of staff resources and procurement of budgets.</li> <li>• Ability to lead home in a way which is consistent with approach and ethos of the service as set out in Statement of Purpose.</li> <li>• Good understanding of performance management and performance monitoring system to collate, analyse and interpret data to inform and influence learning, practice and future service development.</li> <li>•</li> </ul>	<p>A/I</p>

	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• An excellent communicator both verbal and written.</li> <li>• Proven leadership qualities and the ability to inspire and motivate staff.</li> <li>• 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.</li> <li>• Evidence of ability to make sound judgements and risk management in relation to delivering and promoting residential care for children and young people.</li> <li>• Ability to work under pressure and meet competing demands.</li> <li>• Outcomes orientated and high motivation and ability to work on own initiative with minimum management oversight.</li> <li>• Ability to prioritise work, meet objectives and maintain effective work system in line with the Management of Children’s Homes Regulations 2015.</li> <li>• ICT literate and conversant with a range of ICT systems.</li> <li>• Commitment to equal opportunities, anti-discriminatory practice and understanding of Equality Act 2010.</li> <li>• Ability to work unsociable hours including weekends and bank holidays.</li> <li>• Possession of a current and valid driving license.</li> <li>• To provide out of hours support and advice.</li> <li>• Commitment to continuous professional development and any relevant training programmes, conferences, etc.</li> <li>• Must meet statutory requirement of Ofsted in relation to ‘fit person’ interview.</li> </ul>	<p>A/I/T</p>
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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 **Shared Services on 01905 947446**

