**CHILDREN’S REGISTERED MANAGER**

**JOB DESCRIPTION & PERSON SPECIFICATION**

**POST TITLE:** Children’s Registered Manager

**RESPONSIBLE TO:** Regional Operations Manager

**LIAISON WITH:** HR, Learning and Development and Senior Management Team

**EXTERNAL LIASION WITH:** Police, Local Authorities, Social Services and Education providers, Ofsted

**MAIN PURPOSE OF JOB:**

To be responsible for effective day to day running of the residential home, to be responsible for a team of staff and work allocations, as well as undertaking direct work with children in the residential home when necessary. To be responsible for all aspects of the residential premises.

**OVERALL RESPONSIBILITIES:**

**1. MAIN DUTIES AND RESPONSIBILITIES**

1. To work in accordance with current legislations The Children’s Homes England Regulations 2015, Quality Standards 2015, the Children’s Act 1989, Children Act 2004 alongside all other legislations that are relevant to residential children’s homes.
2. To take overall responsibility for all regulatory requirements associated with Ofsted registration and the home’s Statement of Purpose.
3. Lead your home and team through Ofsted Inspections
4. To ensure strategic overview and vision of the organisation are embedded in policies, procedures and management strategies in collaboration with teams within Trinity Care Group.
5. To ensure all safeguarding risks are acted upon in immediately and the relevant action taken to mitigate the risk.
6. Communicate effectively, in a timely way with all agencies and internal reports
7. Work as part of a multi-disciplinary team and at all times promote and ensure equality in practice.
8. Undertake and participate in any required training programmes.
9. Develop and maintain effective working partnerships with external providers as an integral part.
10. Take overall responsibility for all staff, delegating effectively and appropriately, ensuring staffing structures and rota’s, ensuring they meet requirements of the children’s needs.
11. To ensure leadership and management of staff including annual appraisal, regular individual supervision and induction and development is available to all staff working in these provisions.
12. To retain up to date information relating to any legislative changes and disseminate this information throughout the service as required, including policy revision.
13. Establish and ensure maintenance of administrative systems for children’s casework records, referrals and assessments, including risk assessments, to ensure that staff apply them, and that confidentiality, standards and boundaries are adhered to.
14. Ensuring that the physical buildings, fixtures and fittings are maintained to a high standard and in good decorative order and is secure.
15. To participate in operational service development along with the SMT.
16. Ensure there are effective formal and informal communication channels within the pathway, that policy and procedural information is adhered to, so staff can operate knowledgeably and safely at all times.
17. To adhere to the policies and procedures on recruitment and the management of HR issues affectively.
18. Ensure the home is Ofsted ready at all times and prepare to respond to all requirements.
19. Ensure clear, consistent and professional record keeping, including audit and supervision.
20. Ensure that complaints are handled quickly, effectively and sensitively.
21. Ensure that all safeguarding legislation, policies and procedures are adhered to.
22. Ensure that the provisions function in such a manner that staff, and children understand, recognise and celebrate the diversity of cultures and beliefs within the local and wider community.
23. To be responsible for establishing and monitoring quality assurance compliance with Ofsted requirements and internal and external monitoring arrangements.
24. To oversee the management of all the children’s individual support packages to ensure that they continue to be relevant and responsive to the individuals’ needs and wishes.
25. To develop a shared planning approach in partnership with children, their relatives and other professionals involved in their care.
26. To ensure that the health needs of young people are assessed and provided for, developing and maintaining effective working partnerships with health professionals.
27. Ensure that participation in a range of therapeutic, social and recreational activities/opportunities for individual or groups of young people is encouraged.
28. To ensure that all children have a full and appropriate education timetable.

**2. GENERAL**

1. To attend meetings and training as required.
2. To share the responsibility for creating a pleasant working environment.
3. To be flexible in hours of work in order to meet tasks required.
4. To be aware of Health and Safety regulations particularly as related to the upkeep of the office building and its surroundings.
5. To undertake any other duties that may be reasonably requested by your line manager or any of the Senior management team of Trinity Care
6. To be concerned for the welfare of the staff offering support at times of stress, praising work completed and monitoring performance including sickness absence.
7. Maintain personal and professional development

**SAFEGUARDING**

This post is subject to an Enhanced Disclosure check.

Trinity Care Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead.

**REVIEW**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

Employee Signature...............................................

Print Name ..........................................

Date ..................................

*Trinity Care Group is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.*

**PERSON SPECIFICATION FOR REGISTERED MANAGER**

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| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **VERIFIED BY** |
| **QUALIFICATIONS/**  **PROFESSIONAL**  **MEMBERSHIP** |  |  |  |
|  | Level 5 Diploma in Leadership and Management for Residential Childcare (England)(QCF) |  | Application Form & Certificate |
|  | Level 3 in Residential Childcare |  | Application Form & Certificate |
| **EXPERIENCE** |  |  |  |
|  | A minimum of 5 years’ experience in residential care two of these must be at management level |  | Application Form & Interview |
|  | Experience of assessment, care planning, and review |  | Application Form & Interview |
|  | Evidence of partnership working and competence in identifying and maintaining purposeful networks and collaborative arrangements |  | Application Form & Interview |
| **KNOWLEDGE** |  |  |  |
|  | Detailed understanding of Children’s Act 1989, Care Standards Act 2000, Children’s Homes (England) Regulations 2015 |  | Application Form & Interview |
|  |  | Understanding of a variety of different therapeutic models. | Application Form & Interview |
| **SKILLS AND ABILITY** |  |  |  |
|  | Ability to work within agreed systems and demonstrate problem solving skills |  | Application Form & Interview |
|  | Ability to support, manage and develop staff |  | Application Form & Interview |
|  | Good organisational skills and a high standard of written work |  | Application Form & Interview |
|  | Ability to communicate effectively and promote effective relationships with a range of professionals and young people |  | Application Form & Interview |
|  | Ability to work under pressure and cope with the unexpected, to respond calmly to emotive problems and seek appropriate support and solutions |  | Application Form & Interview |
|  | Able to write comprehensive, clear, concise and accurate records and reports to facilitate decision making |  | Application Form & Interview |
| **SPECIAL CONDITIONS** |  |  |  |
|  | Willing to work unsocial hours, flexible and self motivated |  | Application Form & Interview |
|  | Full UK Driving Licence |  | Application Form & Interview |