



Cumberland Council

Post Specification

Date	July 2019
Post Group Number	2044
Post Title	Registered Manager
Job Family	PC and Dev
Job Family Role Profile	PCD14
Final Grade	16

To be read in conjunction with the job family role profile

Service Area description

This post is part of the edge of care and children's home service area, supporting vulnerable young people and their families to manage difficulties they may be experiencing around issues of attachment, trauma, social exclusion, and emotional health and wellbeing. The service aims to provide high quality care, support and advice for young people who are looked after or at risk of becoming looked after and their families.

Purpose of this post

- Responsible for developing and delivering the homes 'Statement of Purpose', lead and manage the team to ensure high standards of care are provided to children and young people living in the home.
- To ensure the children and young people are afforded the opportunity to have their voice heard as part of their care planning and lead and motivate the team to deliver and coordinate services in order to meet those needs whilst living at the home
- Demonstrate an innovative solution focussed therapeutic approach to enable the team to deliver high quality care and support for the children young people living at the home.

Key job specific accountabilities

1. Manage a Children's Home providing evidence of high standards of care as required in accordance with relevant legislation, procedures and policies and deliver the 'statement of purpose' for the home.
2. Lead and support the team to assess and develop support for the children and young people's care planning demonstrating inclusivity throughout.
3. Support the development of a community of care in and around the home, to include young people, staff and other stakeholders including those in the community. Be an integral part of multi-disciplinary team to support children and young people's placement at the home.
4. Chair or facilitate meetings between family members, social workers and other stakeholders as part of the service review and development plan.
5. Be responsible for the team's training and development programme to enable them to have available all necessary skills, expertise to meet the needs of the children and young people.
6. Coordinate the audit of activity within the home including administrative, care planning and reporting.
7. To have overall responsibility for the health and safety of young people, staff and the building
8. To model and promote good equalities practice and value diversity across the service.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> Responsible for the financial operation of the home to remain in budget and contribute to the financial management systems data in line with the councils expectations.
Staff Management Responsibilities	<ul style="list-style-type: none"> Coordinate the recruitment, selection and appointment process in line with the Councils safer recruitment policy. Lead and support staff members to promote the emotional and physical health and wellbeing of young people living in the home. Support the young people to be aspirational. Provide robust supervision and appraisal opportunities for staff which is reflective and offers development opportunities. Ensure that professional ethics and behaviour are demonstrated by staff at all times. Be a visible resource for coaching, modelling and development of the staff team. Ensure clinical practices and medication processes within the home are conducted in line with legislation To coordinate specific responsibilities (coordinator roles) for the management team. To develop and promote appropriate and therapeutic relationships between staff, children and families. Promote the children's involvement and participation in the day to day life of the home. To undertake any other duties as may be required by the management.
Other	<ul style="list-style-type: none"> Ensure the physical state of the building is maintained, is clean, safe and a welcoming environment. Ensure any repair/maintenance issues are dealt with promptly. ICT equipment security safety Codes of conduct, Regulations, Policies and Procedures of the Council Health and safety Mandatory training is delivered and all staff receive it Compliance with regulatory standards and responsibilities Full staffing of the home and appropriate delivery of the staff rota including sleep in duties/on call responsibilities

Essential Criteria - Qualifications, knowledge, experience and expertise

Essential Qualifications

- Diploma level 5 -Children and young peoples – manager (residential).
- Or a relevant social work degree or equivalent – expectation to complete Diploma level 5 children and young people's manager (residential) within three years of appointment in line with the quality standards
- Demonstrate commitment to ongoing professional development

Desirable Qualifications

- Social work degree for children and young people
- Youth and community qualification
- RGN qualification
- Crisis intervention recognised qualification assessors award
- Other relevant management qualifications

Essential Knowledge

- Ofsted inspection framework
- Children's home regulations (2001) and additional amendments.
- Children's act 1989
- Care Quality Standards
- Lscb safeguarding policy
- Awareness of Research material/reports legislation around child care/safeguarding/good practice
- Understanding of assessing individual needs and formulation of child centred care plans.
- Knowledge of the statutory guidance around children looked after.
- Understanding of 'nice' guidelines

Desirable Knowledge

- Knowledge of attachment, autism, adhd, odd, and similar conditions affecting a young persons behaviour

- Anger management tools in order to de-escalate
- Researched based knowledge of child development and trauma informed practice

Essential Relevant Experience

- Significant experience in managing a team supporting young people who have looked after care experience
- Supporting children and young people with complex needs and challenging behaviours
- Management of staff and effective monitoring of their performance
- Effective experience of working in children's home settings

Desirable Relevant Experience

- Significant experience in a senior/managerial role working with children and young people with challenging and complex behaviour

Essential Skills

- Strategies for working with children with challenging behaviour and complex needs
- Ability to evaluate and promote equality ,diversity and children's rights
- Ability to communicate effectively
- Ability to manage budgets effectively
- Ability to manage the recruitment and selection process
- Effective report writing skills
- Ability to manage the service through the ofsted inspection process.

Desirable Skills

- Ability to correlate and produce data comparison

Essential other

- Ability to work flexibly around at short notice to meet the needs of the service.
- Ability to resolve conflict and mediate with young people and relevant adults.
- Knowledge of and ability to process the disciplinary procedures and positive attendance
- Ability to travel independently in a timely way both in county and out of county when required.
- Ability to organise and deliver relevant training for the team.
- To pass fit person interview to be a registered manager with the regulatory body Ofsted

Desirable other

Demonstrate effective staff motivation and team building skills

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Children

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • Emotional demands are high and frequent and can be of intense periods due to the challenging behaviours of the children and significant adults
Physical Demands	<ul style="list-style-type: none"> • There is an expectation to engage with young people and the ability to manage violent behaviour in a trained and non-confrontational way.
Working Conditions	<ul style="list-style-type: none"> • Lone working will require diligence and good knowledge of safeguarding procedures. • The ability to undertake meetings in confrontational settings where aggression may be experienced

Other Factors

- To undertake sleep in residential duty
- The ability to travel across the county and outside of the county should the service require.