



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Registered Children's Homes Manager      **Job Number:**

**Service:** Placements Service      **Grade:** 8

**Location:** Children's Homes – Coventry and surrounding area

**Our values:**

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

**Job Purpose:**

- To achieve positive outcomes for children in care and their families, through the delivery of high quality children's residential care
- To lead on the planning, delivery and monitoring and evaluation of Children's Homes provision, working in partnership with the wide range of agencies and multi-disciplinary professionals impacting on the lives of children in care
- To ensure that the Children's Home provision meets with required inspection standards under OFSTED, and is delivered in accordance with both the National Minimum Standards for children's residential care and the Children's Homes Regulations (2015) in addition to being compliant with any new policy and/or guidance which may come into force
- To ensure that services are targeted at those children who have been assessed as needing residential care provision in order to meet the stated aims of the children's care plans

**Main Duties and Responsibilities:**

1. To be accountable for the effective management and delivery of services to young people who are referred and/or resident in Coventry children's homes, to include robust safeguarding of their welfare, provision of effective education and healthcare and the pursuit of positive leisure and social activities.
2. To be responsible for the efficient and effective financial management of the home in accordance with Coventry policy and procedure, to include acting as nominated budget holder and ensuring the safe and proper handling of petty cash, ordering and payment for goods and services and ensuring the home is operated within overall budget.
3. To ensure that all children's home services, including those delivered by partner agencies, are of high quality and effective through the use of performance management and quality assurance

tools to set objectives, improve practice and raise outcomes, evaluating the impact of intervention for both individual young people and across the home as a whole

4. To ensure that practice, procedures and policies for looked after children designed to promote their welfare are implemented effectively and in compliance with the Coventry Safeguarding Children's Board and the wider expectations of the Children's Services Senior Leadership Team & Corporate Parenting group, including the drafting of Statements of Purpose and required policy/procedures
5. To work in partnership and collaboration with colleagues in social work teams, Independent Reviewing Officers and health, education and voluntary sector welfare colleagues to optimise provision of help and support to looked after young people.
6. To be responsible for the delivery of effective staff supervision and appraisal which sets challenging individual performance targets, gives regular feedback on progress and measures results on a regular basis, including the identification of learning and development needs of individual staff members.
7. To oversee the delivery of structured programmes of intervention to individual young people in accordance with their care and placement plans, and also to ensure the design and delivery of structured activity and holiday programmes for residents within the home
8. To understand, implement and comply with relevant legislation, statutory guidance and inspection requirements, to include continued fulfilling of Ofsted requirements for Registered Managers
9. To ensure that opportunities for involving young people and/or their families are facilitated so that they are able to contribute and influence the decisions regarding the development, delivery and evaluation of services within the home or those which otherwise affect them
10. To be responsible for the premises and facilities management of individual children's homes to ensure a safe operating environment is created and maintained which will include systematic risk assessment, safety checks, appropriate security provision and a clear process for managing visitors and/or guests within the home
11. To make a pro-active and positive contribution to a city-wide residential managers network, supporting referrals, admissions and related residential practice issues
12. To take part and make a positive contribution to the Coventry homes out-of-hours management support service on a rota basis, providing advice, consultation and support functions to the homes.

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## All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

### **Managers and supervisors**

The post holder must comply with Coventry City Council's health and safety policy and in particular is required :-

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

### **All employees**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

### **Managers and supervisors**

The post holders must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty
- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies

<b>Responsible for:</b>	Children's Home Deputy Manager Childrens Home Worker	<b>Responsible to:</b>	Operational Lead Placements
<b>Date Reviewed:</b>	11/03/2017	<b>Updated:</b>	10/04/2017



Coventry City Council

## Person Specification

<b>Job Title:</b>	Registered Children's Homes Manager	<b>Job Number:</b>	
<b>Service:</b>	Placements Service	<b>Grade:</b>	8
<b>Location:</b>	Childrens Homes in Coventry and surrounding area		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of CSCB Safeguarding Policy and Procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of National Minimum Standards for residential care and Children's Homes Regulations ( 2015)</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Ofsted inspection framework and requirements for children's residential care</li> </ul>
	<ul style="list-style-type: none"> <li>• An understanding of partnership working and interagency approaches in promoting the life chances of children in residential care.</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of performance management and professional development systems as they apply to children's homes</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of how to implement best practice in residential care for young people including how to optimise outcomes for children's homes residents.</li> </ul>
	<ul style="list-style-type: none"> <li>• Understanding of the role of: Regulation 44 Visitors, elected members, independent visitors and advocates in promoting the welfare of children in residential care</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of relevant research and developments in children's residential care including current and emerging policy initiatives</li> </ul>
	<ul style="list-style-type: none"> <li>• Knowledge of child &amp; adolescent development and emotional and physical needs</li> </ul>
	<ul style="list-style-type: none"> <li>• To have a sound understanding of financial and business management.as they apply to children's residential care</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to plan, co-ordinate, monitor and critically evaluate own programmes of work and that of the team focusing on outcomes.</li> </ul>

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to effectively lead and manage a staff team</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Negotiating and Influencing skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to manage competing priorities, plan and coordinate workloads and delegate tasks</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to operate strategically and operationally</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to plan, deliver, monitor and evaluate programmes of work</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to understand financial and budgetary information to maintain a firm grip on operating expenditure</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Have at least two years' experience in residential care within the last five years</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of managing, motivating and building effective teams at a strategic level within residential care</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of achieving service improvement through organisational and individual performance management</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of leading a team through change, transformation and service improvement</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of working in a partnership context, across sectors and disciplines within children's services</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of leading on work with diverse communities and engaging with individuals who would not normally access mainstream services</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of managing a significant service budgets, financial planning and expenditure control.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Professional Qualification in Education, Social Work, Health, Community Development or Childcare/Early Years Development (to level 4 Standards)</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>
	<ul style="list-style-type: none"> <li>• A willingness to work flexible hours. Evenings and weekends as required on a rota basis as on-call manager</li> </ul>

**Date Reviewed:** 11/03/2017

**Updated:** 10/04/2017