

# Job Description and Person Specification

**Role: Children's Homes - Registered Manager**



## Job Description

<b>Job Title</b>	Children's Homes - Registered Manager
<b>Grade</b>	9
<b>Service</b>	Children's Services
<b>Reports to</b>	Operational Lead, Residential
<b>Location</b>	Coventry Local Authority Children's homes
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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:



## About the Service your team will provide

### Purpose of the role

- To develop a culture and ethos within the home where management and staff understand the importance of relationship-based practice in order to improve outcomes for children within the home.
- To achieve positive outcomes for children in care and their families, through the delivery of high-quality and safe children's residential care.
- To lead on the planning, delivery, 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 Ofsted inspection standards, is delivered in accordance with the Children's Residential Care policy and the Children's Homes Regulations (2015) and compliance 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. Multi agency working as part of a robust matching process, correct information sharing and affective challenge.

## Main Duties & Key Accountabilities

### Core Knowledge

- 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, family time and an understanding of contextual safeguarding. A comprehensive matching process, partnership working and an understanding of health and safety to provide a safe, nurturing physical environment.
- To be responsible for the efficient and effective financial management of the home in accordance with the Council's policy and procedure, to include acting as nominated budget holder and to ensure the safe and proper handling of petty cash, ordering and payment for goods and services whilst operating within the Home's overall budget. To prioritise budgets for maintenance and repairs to ensure a safe living environment for children to thrive in.
- To ensure that all children's home services, including those delivered by partner agencies, are of high quality and effective (Regulation 5) through the use of performance management and quality assurance tools. Through robust development plans, analysis of Regulation 44 and 45 reports the Manager must set objectives, improve practice and raise outcomes, evaluating the impact of intervention for both individual young people and across the Home as a whole.
- To ensure that practice, review and development of residential policies and procedures for looked after children designed to promote their welfare, are implemented effectively and in compliance with the Coventry Safeguarding Children's Partnership, the wider expectations of the Children's Services Senior Leadership Team & Corporate Parenting group.

- This will include the completion of the Statement of Purpose, Children's Guide, Development plan, local area Risk Assessment, work force/homes Development plan and required policy/procedures in accordance with the Children's Home Regulations 2015.
- To work in partnership and collaboration with colleagues in Social Work teams, Independent Reviewing Officers, health, education, police and voluntary sector welfare groups to optimise provision of help and support to looked after young people. To ensure that partnership working is evidenced through in-house assessments and plans and that these plans are delivered in a child friendly way (Regulation 5).
- 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. This includes the identification of learning and development needs of individual staff members and aligns with the changing needs of the children in their care. Provision of training resources within the home may involve writing training courses that are specific to the needs of the service.
- To implement a culture of practice that embeds resourcing research from a variety of different areas.
- To ensure that staff meet the qualification requirements set out in the Children's Homes Regulations 2015.
- To oversee the delivery of structured programmes of intervention to individual young people in accordance with their care, risk assessments and individual placement plans. To ensure the design and delivery of structured activity and holiday programmes for children living within the home. To ensure that in-house assessment uses the Signs of Safety model, relationship-based practice and restorative practice.
- To understand, implement and comply with relevant legislation, statutory guidance and inspection requirements, including a continuous fulfilment of Ofsted requirements for Registered Managers within our homes.
- Maintaining of Annex A records to ensure these are accurate and can be submitted to Ofsted during a full inspection.
- To manage Ofsted inspections and lead with confidence that the home provides evidence-base practice and reflects safe, high-quality care for the children. To work closely with the Operational Lead and/or RI to formulate and implement improvement plans.
- To submit notification of serious events to Ofsted within 24hrs in accordance with Regulation 40 of the Children's Home Regulation 2015. This includes weekends and bank holidays. To maintain direct communication with Ofsted inspectors and answer any questions or information requests within a timely manner.
- The registered manager must complete a review of the quality of care provided for children (living within the home) at least once every 6months and submit this to Ofsted within 28days (Regulation 45).
- 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.
- To attend Team Around the Child meetings and Family Group conferences when necessary.
- To be responsible for the premises and facilities management of individual children's homes to ensure a homely and safe operating environment is created and maintained, which will include systematic risk assessments, safety checks, appropriate security provision and a clear process for managing visitors and/or guests to the home. To undertake asbestos training and formulate and implement a Critical Services Business Continuity Plan
- To make a pro-active and positive contribution to a city-wide Residential Manager's network, supporting referrals, the matching process, admissions and the overall development of the residential service. To take part in the local and wider community, to promote the needs of the home and for children to understand inclusion, equality and diversity. To respond to complaints as they arise for areas within the community.
- To take part and make a positive contribution to the Coventry Children's Homes out-of-hours management support service on a rota basis, providing advice, consultation and support functions to the homes. To ensure that safe staffing levels are maintained, this may mean that at



times the Registered Manager must cover shortfalls within the home, this could be evenings, over-nights, weekends and bank holidays.

- Manage staff in the team to include: recruitment & selection; induction & probation; appraisal and identification of training needs and disciplinary or grievance matters.
- To ensure that all relevant employment checks are completed in line with Schedule 2 of the Children's Homes Regulations 2015. To ensure that this information is held at the residential home for the purposes of Regulation 44 and Ofsted inspections.
- Investigate complaints, disciplinary and grievance matters and contribute towards positive industrial relations, advising the Operational Lead of issues in these areas as they arise.
- Provide supervision to staff in the performance of their duties in accordance with the Directorate's supervision policies and associated guidance. This will include the active auditing and monitoring of case files and electronic records. To recognise poor practice and to reset standards as appropriate.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:** Children's Home Deputy Manager & Children's Home Worker

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Knowledge of CSCB Safeguarding Policy and Procedures.	
Knowledge of residential care policies and Children's Homes Regulations (2015).	
Knowledge and understanding of Ofsted inspection framework and requirements for children's residential care, audits and quality assurance.	
An understanding of partnership working and inter-agency approaches in promoting the life chances of children in residential care.	
Knowledge of performance management and professional development systems as they apply to Children's Homes, for example work force development plans. Service wide and on an individual basis.	
Knowledge of how to implement best practice in residential care for young people including how to optimise outcomes for children that live within our homes.	
Understanding and responding to internal and external reports. Understanding of the role of: Regulation 44 visitors, elected members, independent visitors and advocates in promoting the welfare of children in residential care.	
Knowledge of relevant research and developments in children's residential care including current and emerging policy initiatives.	
Knowledge of child and adolescent development and emotional and physical needs, attachment theory, restorative practice and relationship-based practice.	
To have a sound understanding of financial budget and business management, as they apply to children's residential care.	
<b>Skills and Abilities</b>	
Ability to effectively lead develop and manage a staff team.	
Excellent written and oral communication skills. Understanding of evidence practice and the Protocol system that is operated.	
Ability to plan, co-ordinate, monitor and critically evaluate own programmes of work and that of the team focusing on outcomes.	
Negotiating and Influencing skills with families /children / and other lead professionals.	
Ability to manage competing priorities, plan and coordinate workloads and delegate tasks for example Regulation 44 / Regulation 45 and other statutory documents.	
Ability to operate strategically and operationally.	
Ability to plan, deliver, monitor and evaluate programmes of work.	
Ability to understand financial and budgetary information to maintain a firm grip on operating expenditure.	



<b>Experience</b>
Experience of working with children and managing in a Childrens residential care setting.
Experience of creative and innovative approaches to engage vulnerable and hard to reach young people.
Experience of recording sensitive information, maintaining case files, and adhering to confidentiality policies.
Experience of managing, motivating and building effective teams at a strategic level within residential care.
Experience of achieving service improvement through organisational and individual performance management.
Experience of leading a team through change, transformation and service improvement.
Experience of working in a partnership context, across sectors and disciplines within children's services.
Experience of leading on work with diverse communities and engaging with individuals who would not normally access mainstream services.
Experience of managing a home's individual budget, financial planning and expenditure control.
<b>Qualifications</b>
Professional Qualification in Social Work and/or a Diploma in Residential Childcare (to level 4 Standards)
A Level 5 (or equivalent) qualification in Leadership & Management (desired, however if this is not held at the start of the appointment it must be achieved within 2 years)
<b>Special Requirements</b>
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).
A willingness to work flexible hours. Evenings and weekends as required on a rota basis as on-call manager and to meet the needs of the service.

<b>Date Created</b>	July 2022	<b>Date Reviewed</b>	July 2023
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