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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

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| **Post Title** | Registered Manager – Children’s Homes | **Post No** | New |
| **Directorate** | Children’s Services & Skills | | |
| **Division** | Children, Young People and Families | | |
| **Band and Salary** | Band F2  £44,428 - £50,512 per annum.  Incremental progression is subject to performance. | | |
| **Responsible to** | Residential Operations Manager – Children’s Homes | | |
| **Location** | Residential Localities within the Borough of Solihull | | |
| **DBS Check** | Enhanced check for regulated activity for working with Children | | |
| **Medical required** | Yes | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |

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| **Car User Status** | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. |
| **Special Conditions** | This post carries two atypical increments for working hours linked to an on-call rota.  This post is subject to compliance checks in line with Schedule 2 requirements for working in a children’s home, including a pre-employment medical check. |

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| **Role Purpose** |
| The Registered Manager will support the Operations Manager in the initial homes set up, service development, Ofsted registration and workforce recruitment. The Registered Manager will play a crucial role in the implementation of the homes policies and procedures, and workforce training.  To be responsible for ensuring the home is compliant against The Children’s Homes (England) Regulations 2015 including national minimum standards and Social care common inspection framework (SCCIF): Childrens homes and Looked after Childrens frameworks.  To effectively lead and inspire the homes staff team: Embedding a positive and transparent culture, child focused ethos, achieving positive outcomes for young people and ensuring the delivery of exceptional care.  To lead and implement systems, processes and care delivery that is effective in the promotion of safeguarding and protection of children and young people. To be accountable in ensuring safeguarding and associated policies and procedures are upheld.  To oversee and manage the day-day life within the home, contribute to developing and building well-established principles and practice standards for the home and proactively contribute to the continuous improvement of these standards. |

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| **Role Responsibilities** |
| The key responsibilities are detailed below but there will be other duties consistent with the role that may be requested by the line manager and Head of Service.   * To promote the practice of coproduction with young people, their families, other staff within the   home, and other agencies, in order to meet the needs of the young people.   * To ensure children/young people’s care plans are followed as well as prepared for, attend Looked After Reviews and other CLA meetings, and ensure actions are completed in a timely manner. * Ensure all young people have an up-to-date support and placement plans that details all their relevant care and support needs. Ensure these are up to date, relevant and all staff are aware and follow them. * To ensure the evaluation of risk and the protection of children and young people from harm, including the provision of a safe and stimulating living environment. * To promote positive and supportive relationships with family, which ensures they are regularly communicated with and are supported to maintain an active involvement with their child. When possible, support the young people to have time within the family home. * Liaise closely with all young people’s education settings so that you are aware of agreed target and learning outcomes that can be supported and developed within the home. * Ensure all children and young people attend school/ education/ training in line with their care plans. * Develop and maintain effective relationships with statutory, voluntary, and independent sector colleagues to ensure the identification and mobilisation of resources to the benefit of children and young people * To ensure the active involvement and participation of children and young people in all aspects of service delivery including care planning and review processes, staff appraisal and service design. * To positively promote young people’s inclusion and participation in their local communities and ensure they have full access to community resources in line with all members of the community * To monitor arrangements for any holidays, recreational outings and social activities with the children and young people and to ensure the implementation of related risk assessments. * To ensure that there are regular stimulating and meaningful activities for young people to engage in which reflect their personal interests and preferences and that these are further developed into new opportunities and experiences * To ensure young people leaving the home are prepared for their adult life and that their transition happens in a way that is right for them * To ensure the service operates within a children’s rights framework and complaints policy that the team understand, respect, and actively promote children’s rights and knowledge of complaints procedure. * To embed a culture of high aspirations and ambition for the children and young people in which young people experience positive outcomes. * Ensure that the home environment is well maintained and presented, that it remains in a clean and hygienic state, and is homely, warm and personalised to the tastes and interests of the young people. * Promote the health and safety of employees at work and of people supported through the implementation of SMBC Corporate Health and Safety policy and wellbeing in accordance with all relevant statutory requirements. * To ensure effective administration and control of the home’s day to day financial budgets and records to comply with SMBC Financial Standards and procedures. * To ensure there are an adequate number of appropriately recruited and trained residential workers to meet the needs of the young people, and that there is a rota system in place to always provide appropriate levels of cover. * To monitor vacancy numbers ensuring recruitment plans are in place to replace staff, in good time, to minimise impact on the young people and wider team. * To ensure that all new staff members are fully inducted and are aware of the Directorates policies in respect of safeguarding, health and safety, anti-discriminatory practice and SMBC values. * To enhance the performance and development of individuals and teams by ensuring a culture of reflective practice, regular supervision, team meetings and support. To respond to poor performance where expectations are not being met in accordance with Council Policy. * To ensure that performance reviews are undertaken in a timely manner and that target setting is of a high standard, relevant and plays a key role in securing continuous improvement. * To always ensure that professional ethics and behaviour are demonstrated by all staff and that staff are supported and coached in actively engaging with young people. * Ensure that the training and development needs of staff in the team are identified, met, and reviewed using employee appraisal. * To manage disciplinary, grievance, whistle blowing and sickness absence issues in accordance with Council policy   **Quality**   * To be registered with Ofsted as the Registered Manager for the Homes as specified in the Children’s Homes Regulations and fulfil and meet the obligations set out in Ofsted’s quality standards. * To be accountable for the Homes Statement of Purpose and that this is appropriate to the needs of children and young people. Ensure that this is reviewed regularly and remains relevant and current. * Ensure completion of impact risk assessments take place prior to any new young people living at the Home. * Promote and enforce the Council’s Health and Safety and risk management policies and maintain safe working practices for self and others. * Ensure all necessary documentation required by regulators is completed to a high standard and available for inspections, checks or interviews as requested. * To manage performance against audit/inspection results and recommendations, highlighting to your line manager any areas outside your control which will negatively impact on performance. * Maintain confidentiality of information and work in line with all relevant codes of practice and governing legislation. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | OFSTED Registered Residential Care Manager  OR  Significant experience in residential children’s care and confirmed as OFSTED Registered Residential Care Manager within 6 months of appointment. |  | Application, Interview and certificates |
| Level 5 Diploma in Leadership for Health and Social Care and Young people’s services (or equivalent)  OR  Commitment to successfully complete within 3 years of appointment. |  | Application and Certificates |
| Minimum Level 3 Children and Young People’s Diploma and/or NVQ Health and Social Care (or equivalent qualifications) |  | Application and Certificates |
|  | Evidence of continual professional development – evidence of specialist training/ qualification e.g. Social Care, SEND, Mental Health |  | Application and Interview |

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| **Experience & Knowledge** | At least 2 years’ experience within the last 5 years of managing and/orworking within a residential children’s home. | Experience of setting up new children’s homes including community engagement | Application and Interview |
| Experience of working with children, young people and their families. | Experience of working within Childrens Services for a local authority | Application and Interview |
| Experience of partnership and multi-agency working and working across organisational boundaries. |  | Interview |
| Experience of supporting Inclusion for children with SEND/ Additional needs. |  | Interview |
| Experience of managing/leading a team within a residential Childrens home setting. |  | Application and Interview |
| Working knowledge and understanding of relevant legislation and current local developments in respect of Residential Childrens homes, including:   * The Children’s Homes (England) Regulations 2015 including national minimum standards * Social care common inspection framework (SCCIF): Childrens homes and Looked after Childrens frameworks * The Children’s Act 1989 * Care standards Act 2000 |  | Application, Interview and Presentation |
| Operational knowledge of the Ofsted inspection framework. |  | Application, Interview and Presentation |
| Thorough knowledge of safeguarding and child protection practice and procedures. |  | Application, Interview, Presentation |

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| **Skills & Abilities** | Ability to form effective multi-agency relationships and contribute to creative approaches to effect positive change for vulnerable children. |  | Interview and Presentation |
| Ability to challenge and support appropriately - enabling others to audit practice, share good practice with others, deliver effective training and establish local networks. |  | Interview and Presentation |
| A commitment to an inclusive/enabling response to meeting the needs of children with additional needs – with the ability to respond to the education, health and care needs of children. |  | Interview and Presentation |
|  | Negotiating and influencing skills. |  | Interview |
|  | Able to communicate effectively and sensitively with children, families and other professionals. |  | Interview, Presentation |
|  | Able to use initiative and be proactive. |  | Interview |
|  | Able to respond to a changing pattern of demand at work which can be unpredictable and unplanned requiring constant shifts in priority. |  | Interview |
| Able to lead by example with a positive attitude to problem solving; innovative and flexible approach to challenges. |  | Interview |
| Able to empower, motivate, support, advise and empathise with others – building on organisational and individual strengths. |  | Application and Interview |
| Emotionally resilient, self-aware and able to work positively under pressure. |  | Interview and presentation |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |
| **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential. | Interview |

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| **Other Requirements** | Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. |  | Application, Interview, Certificates |

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| **Compiled/Reviewed by** | Chantelle Bevan |
| **Date** | July 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.