

JOB DESCRIPTION

Job Holder	West Division	Business/Function	Children's Residential
Job Title	Registered Home Manager	Location	South West
Reports to	Regional Manager	Date prepared	November 2024

Job Purpose

At Cambian, our vision is to inspire lives and to continually develop them. And not just the individuals in our care but their families and communities too. As a leading provider of behavioral services to Children, we are making sure that the support we offer is constant, reliable and of the highest possible quality at all times.

The post holder will ensure that the Home meets the standards and expectations of its Statement of Purpose. To safeguard and promote the welfare of children and to ensure that the quality of care provided is sector leading.

To establish and maintain a competent, motivated and confident staff team and to offer leadership, managerial direction, guidance and support to staff at all levels. To ensure that the Home's policies and procedures are adhered to and that resources are managed effectively.

To develop systems for the efficient administration of the Home and to ensure that the fabric of the Home, equipment, appliances and grounds are maintained to the highest order in accordance with Health and Safety requirements.

To be the responsible person in managing safeguarding concerns and complaints. To liaise with Local Authorities, School, Health and other professionals to achieve best outcomes for young people. To actively promote the Home's equal opportunity and anti-discriminatory practice policies and to ensure our values are upheld.

Equal Opportunities:

All young people are equally entitled to have their needs met in a fair and balanced way. Registered Managers are responsible for promoting equal opportunities for all and for challenging any behaviour or practice which discriminates against any young person or colleague on the grounds of race, religion, disability, age, gender, sexual orientation or any other perceived difference.

Key focus;

- Always looking for ways to innovate and improve the care we provide to children
- Safeguarding children and young people in our care
- Contributing positively to children's life chances
- Maintaining accountability for engagement of all stakeholders to ensure children have inclusive support
- Striving to enhance workforce development embracing research and best practice

Duties & Responsibilities;

Providing care for young people whilst continually demonstrating our values by:

- Ensuring that each young person has relevant plans which reflects their care, education, social, emotional, cultural, therapeutic and health needs and such plans are regularly reviewed

- Allocating a Key Worker for each young person with the principal responsibility of implementing the childcare plan
- Establishing and monitoring high quality standards of care in line with the Children's Homes Regulations, the Social Care Common Inspection Framework and the Home's Statement of Purpose, also developing quality assurance measures to ensure these standards are built upon and improved
- Developing innovative systems in which young people are consulted about the quality of care they receive
- Taking responsibility for progressing any complaints or child protection concerns
- Working in partnership with parents, carers and other professionals to safeguard and promote the welfare of young people
- Attending and contributing to child care planning and review meetings as appropriate
- Creating rotas which fit best with children's needs and which allow proper handovers between shifts
- Ensuring that there are appropriate and adequate reporting and recording system in place to comply with legislative and policy standards.
- Attending to all administration issues in relation to the Home and the provision of weekly management information reports for the business
- To contribute to the development of the Company as a whole through membership of the Heads of Homes Group. To receive training appropriate to role and maintain an up to date training profile
- To maintain up to date knowledge of the statutory and procedural frame-work for residential care and communicate this to staff as appropriate.
- To complete management investigations and support disciplinary hearings where required
- To undertake any other managerial duties as may be necessary

Contribute to your team whilst demonstrating our values by:

- Driving high engagement culture through vision and great leadership
- Encouraging, stimulating and participating in social activities for the benefit of the team and the young people in our care
- Playing a leading role in the recruitment and retention of staff
- Developing a management style which balances the need to exercise control and give direction with the need to offer staff the opportunity to contribute to decision making
- Ensuring that all new staff receive an effective induction to the Home in line with company policy and that each member receives supervision is qualitative and reflective and that each member of staff has a personal development plan through the Staff Appraisal Programme
- Establishing a programme of senior staff and team meetings to facilitate communication and provide opportunities for collaboration, innovation, consultation and staff development
- Attending to issues of staff motivation and morale and appropriately addressing issues in relation to conduct and competence of staff in a timely and consistent manner
- Ensuring adherence to company policy in relation to probationary periods
- Promoting personal and professional development through the appropriate delegation of duties and responsibilities
- Developing in consultation with young people and staff, routines in relation to all aspects of child care
- Clarifying expectations in relation to maintaining the Home in a clean and orderly condition to create a welcoming homely environment to promote growth of those in our care and staff

Be innovative to promote efficient and effective allocation of resources whilst demonstrating our values by:

- Ensuring adequate staffing levels that meet the needs of the Home
- To ensure that your site level budget is met and costs are managed in line with the service needs
- Overseeing the use of company vehicles and that they are always clean and regularly maintained
- Monitoring closely the fabric of the building (including fixtures, amenities and grounds) and taking remedial action where necessary

To promote the efficient and effective operation of the Home through:

- Developing in consultation with young people and staff routines in relation to all aspects of child care
- Clarifying expectations in relation to maintaining the Home in a clean and orderly condition
- Creating rotas which fit best with children's needs and which allow proper handovers between shifts
- Ensuring that there are appropriate and adequate reporting and recording system in place to comply with policy guidance
- Attending to all administration issues in relation to the Home and the provision of weekly management information reports for the business

General

- To contribute to the development of the Company as a whole through membership of the Heads of Homes Group.
- To receive training appropriate to role and maintain an up to date training profile
- To maintain up to date knowledge of the statutory and procedural frame-work for residential care and communicate this to staff as appropriate
- Promote and ensure the good reputation of the Company. To act as a positive role model, maintaining and demonstrating a positive attitude towards internal and external stakeholders
- To demonstrate non-discriminatory practice in all aspects of work
- Ensure that all information of a confidential nature gained in the course of work is not divulged to third parties and fully conform to GDPR guidelines. Strictest confidentiality is required at all times
- Notify the appropriate contact as soon as possible of the inability to report for duty, and also on return to work, from all periods of absence
- Ensure the security of the Company is maintained at all times
- To take on call responsibilities in line with the needs of the business
- To undertake any other reasonable duties as may be necessary

Safeguarding

All colleagues bear responsibility to protect and safeguard vulnerable individuals at risk. All colleagues are required to attend safeguarding awareness training and additional appropriate training whenever required.

Health & Safety

- Report immediately to the appropriate person, any illness of an infectious nature or accident incurred by a client, colleague, self or other
- Understand and ensure the implementation of the company's health and safety policy, emergency and fire procedures
- Report any faulty appliances, damaged furniture or equipment and any potential hazard to your line Manager or in their absence to the Maintenance team

Person Spec

All attributes deemed essential unless otherwise stated	
Qualifications	<ul style="list-style-type: none"> ✓ NVQ or Level 5 Diploma in Leadership and Management for Residential Care (or nearing completion/able to begin the programme) or an equivalent qualification e.g. Degree in Social Work (or equivalent) ✓ Proficient numeracy/literary skills equivalent to GCSE or above in English and Math ✓ Ability to begin registration process with Ofsted within a week of start date

Knowledge and Experience	<ul style="list-style-type: none"> ✓ At least one years' experience in a supervisory, leadership or Registered Manager position ✓ At least two year's experience in children's services in a position relevant to residential childcare ✓ Working knowledge of the Children's homes (England) Regulations 2015 including the quality standards for the registration and inspection of Children's homes ✓ A working understanding of relevant legislation and policies, such as the Social Care Common Inspection Framework ✓ Knowledge of Health & Social Care Act 2012 ✓ Demonstrate a sound working knowledge of Safeguarding/Child Protection Issues and Procedures ✓ Proven leadership and management abilities ✓ Proven experience in liaising with Ofsted in regard to Children Home's inspections ✓ A working knowledge of quality assurance and monitoring methodology ✓ Demonstrable knowledge of and commitment to, Safeguarding and promoting the welfare of children and young people
Skills and Abilities	<ul style="list-style-type: none"> ✓ Ability to develop and encourage professional growth in others. ✓ Confident to effectively performance manage staff using formal procedures where necessary ✓ An understanding of budgetary management. ✓ Exceptional Leadership and decision-making abilities ✓ Ability to mentor, coach and nurture staff team ✓ Remains calm and can deal effectively with emergency situations
Qualities	<ul style="list-style-type: none"> ✓ Good planning and organisational skills ✓ Ability to motivate and influence others ✓ Resilience and the ability to work at pace ✓ Good interpersonal skills ✓ Approachable ✓ Honest and reliable ✓ Accountability; to be responsible for work undertaken ✓ Positive attitude towards diversity in general and specifically towards the rights, independence, inclusion and choice for children and young adults with complex needs ✓ Can demonstrate commitment to promoting the welfare of children and young adults with disabilities
Other	<ul style="list-style-type: none"> ✓ Satisfactory DBS ✓ Compliance with safe recruitment processes ✓ UK Driving Licence and willingness to travel ✓ Ability to work flexibly when required including evenings and weekends and available to be part of the on-call rota (where applicable)