

Benecare Children's Services

'Providing care without compromise'

Children's Home Manager/Registered Manager

Job Description and Person Specification

Job Title	Children's Home Manager/Registered Manager
Location	Kent
Service / Department	Benecare Children's Services Ltd
Responsible to	The Responsible Individual, Service Manager
Responsible for	Deputy Managers, SRSW's, RSW's

Terms and Conditions	
Hours	40
Salary Range	TBC
Holidays (FTE)	28 days
Employment Status	Full Time
Probationary Period	6 Months
Notice Period	3 Months
Disclosure	This position requires an enhanced DBS check and barred check list.

Service
The Home Manager/ Registered Manager is responsible for managing a children's home within Benecare Children's Services Ltd.

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Safeguarding Role and Responsibilities

- The Registered Manager/Home Manager is a Designated Safeguarding Lead for Benecare and will at times be involved with managing any safeguarding concerns within the company.
- The Registered Manager/Home Manager will at times be part of any investigation processes.
- The Registered Manager/Home Manager will, when required liaise with LADO and the regulatory body, Ofsted regarding any safeguarding matters. This will include referrals to LADO and any Regulation 40 notifications.
- The Registered Manager/Home Manager must promote the safeguarding culture for Benecare at all times.
- To be a part of the interview panel as the manager of the home and ensure that safer recruitment practices are always followed. To be a part of the decision-making process with safely recruiting employees.
- To be able to challenge others and say no to any candidates they feel are unsuitable for their home or that they feel are not meeting the safer recruitment policy and expectations.
- To promote the company safeguarding and child protection policies at all times.
- To actively engage with any safeguarding training.
- To ensure the team have the correct level of training relating to safeguarding in accordance with the homes training matrix.
- Provide regular discussions to the team about safeguarding in supervisions and team meetings and ensure the team have good knowledge of what safeguarding looks like, how to prevent it and how to report it.

Promote Benecare's Safeguarding Statement

"At Benecare Childrens Services Ltd we are committed to promoting the safeguarding and wellbeing of all children and young people who live within our homes. We believe that all our children and young people deserve to live in a safe, happy environment, where we promote a healthy lifestyle, with adults caring for them who are committed to this."

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Job Purpose

Leading and managing the children's home in accordance with its ethos, ensuring high-quality outcomes and care as defined in the home's statement of purpose.
To shape and deliver the residential homes Statement of Purpose and in doing so ensure the high quality of care for children and young people. The Registered manager will provide strong, motivational leadership for the staff team.

General Duties

- Provide services, including supervision and management of the staff, planning for care and placements, safeguarding, communications, reporting, and quality and compliance monitoring.
- Provide feedback on the effectiveness of statutory and organisational policies.
- Ensure the home complies with legal and regulatory requirements, including the Children's Homes (England) Regulations 2015 and Quality Standards for Children's Homes, Children Act 1989, Working Together to Safeguard Children 2018, Data Protection Act 2018, and Health and Safety at Work etc. Act 1974.
- Develop constructive working relationships in the broader community to promote the overall outcomes for looked after children.
- Provide continuity of care for each child placed in the home
- Ensure staff have the skills, experience, and qualifications they need.
- Lead and manage the home aspirational, inspiring both children and the staff.
- Produce monitoring reports as required.
- Ensure each child has individual care and care planning tailored to their specific needs and requirements outlined in their relevant plans.
- Establish professional relationships with the team around the child, multi-agency partnerships, and, as appropriate, parents, families, and other stakeholders.

Specific Duties

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Service Delivery:

- Ensure the home's ethos is embedded in the service and that children are involved in running the home.
- Ensure the home meets the needs of children in line with legislation, policy, and best practice standards.
- Take responsibility for safeguarding children, risk and service governance.
- Ensure children are listened to and their wishes and feelings are an active part of the day to day running of the home.
- Ensure children access services that meet their health, education, social, psychological and emotional needs and well-being.
- Ensure the service and its programmes are planned and delivered to meet the needs of all children.
- Monitor appropriate outcomes and progress for children.
- Ensure a social inclusion focus is embedded within services.
- Take part in on-call arrangements as and when required.

People Management:

- Responsible for the regular effective supervision and appraisal of the staff team as required.
- Ensure staff have access to practice-based consultation.
- Manage reflective supervision of the staff team.
- Recruit staff safely and challenge any other professionals who do not adhere to the safer recruitment policy.
- Coach and support the development of the staff team in line with their statutory training requirements and continuous professional development.
- Responsible for staffing structures and rotas and planning and prioritising key areas of work.
- Ensure staff are inducted and briefed on working with children's care planning systems and any programmes for care.

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- Ensure effective team building and promoting a constructive spirit of co-operation within staff teams
- Manage sickness absence in accordance with the organisation's policies.
- To support the team with professional curiosity.

Resource Management:

- Maintain the physical assets located at the home.
- Ensure the health and safety of the premises and furnishing of the home.
- Manage the home's budget.
- Ensure ICT policies are adhered to by staff and children.
- Coordinate and monitor the administrative functions of the home.

Business Development:

- In partnership with the Responsible Individual, lead on placements and contract management with the relevant commissioners.
- Ensure an annual development plan is reflected within the service business plans.
- Take the lead in delivering and developing services under any service agreement between external agencies and the organisation.
- Identify and manage growth opportunities.

Quality and Service Development

- Conduct weekly and monthly quality monitoring and implement action plans.
- Ensure up-to-date risk assessments are in place to protect children and staff under organisational policies.
- Monitor quality of service provision, including people and environmental risk management.
- Manage responses to complaints according to organisational policy.
- Demonstrate home's compliance with the Children's Homes (England) Regulations 2015, Quality Standards for Children's Homes, and the Social Care Common Inspection Framework (SCCIF).

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- Ensure improvement of the home is promoted and maintained.
- Ensure the home is prepared for Ofsted inspections.
- Establish good working relationships with the home's Ofsted inspector.
- Ensure the Review of Quality of Care (Regulation 45) is submitted to Ofsted twice yearly.
- Ensure an independent person carries out the monthly Regulation 44 visits.

Representation of the Company

The primary function of the Registered Manager/Home Manager is to account for Benecare's care operations to our regulatory body Ofsted

The **Registered Manager/Home Manager** for Benecare Ltd is line managed by the **Responsible Individual** and is employed by Benecare Ltd.

- At all times to represent the Company in a professional and proper manner and to attend all internal and external meetings as required by the Operations Manager and by post requirements
- Liaise formally and informally with partnership agencies as required
- Undertake all other duties associated with the effective and proper execution of duties and responsibilities communicate with the nature and seniority of the post.

Attributes	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> ➤ Within the last 5 years, worked at least 2 years in a position relevant to the residential care of children. ➤ Worked for at least one year in a role requiring the supervision and management of staff working in a care role. ➤ Direct work or involvement with children as a paid worker, volunteer, carer or as part of a family 	<ul style="list-style-type: none"> ➤ Experience of working with children and young people with challenging behaviours
Knowledge	<ul style="list-style-type: none"> ➤ Understanding of child development and children's physical and emotional needs ➤ Understanding of child safeguarding ➤ Knowledge of legislation relating to children and young people (specifically children in care) ➤ Comprehensive knowledge of the Children's Act. Working knowledge of the National Care Standards Act 2000, Children's Homes (England) Regulations 2015 	<ul style="list-style-type: none"> ➤ Demonstrate a sound working knowledge of child protection procedures
Skills	<ul style="list-style-type: none"> ➤ Ability to communicate effectively both verbally and in writing, able to present information in an understandable way 	<ul style="list-style-type: none"> ➤ Proven report writing and recording skills able to

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	<ul style="list-style-type: none"> ➤ Ability to communicate with other agencies and professionals e.g. education, health, police etc. ➤ Commitment to keep children safe and protect them from harm ➤ Proven leadership and management skills ➤ Able to manage time effectively planning own workload ➤ Good observation skills ➤ Able to work as part of a team ➤ Risk management and planning ➤ Strong interpersonal skills 	<p>present information in an understandable way</p> <ul style="list-style-type: none"> ➤ Negotiation and de-escalation skills
Personal Qualities	<ul style="list-style-type: none"> ➤ Organisation and leadership skills ➤ Ability to motivate and influence others ➤ Commitment to work to guidelines and policies. ➤ Able to work within policy and procedures and use own judgement appropriately. ➤ Ability to manage stress in self and others ➤ Honest and reliable ➤ Approachable 	<ul style="list-style-type: none"> ➤ Able to demonstrate an understanding of children and young people's needs and their development
Qualifications	<ul style="list-style-type: none"> ➤ To hold or attain a NVQ Level 5 Diploma in Leadership and Management for Residential Childcare (England); within 3 years of commencing role. ➤ Commitment to further relevant training and personal development. 	<ul style="list-style-type: none"> ➤ Related level 5 professional qualifications and formal qualifications in respect to social care and residential work with children and or other
Equality and Diversity	<ul style="list-style-type: none"> ➤ Accepting and being commitment to the principles underlying equal opportunities ➤ To show good understanding of the needs of all children and staff. 	<ul style="list-style-type: none"> ➤ Knowledge of equality and diversity.
Other	<ul style="list-style-type: none"> ➤ Able to commit to flexible working including weekdays, evenings and weekends. Also completing sleep in duties to cover sickness 	<ul style="list-style-type: none"> ➤ Flexible working ➤ Driver