**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Registered Manager – Mid-Long Term Children’s Homes |
| Salary: | £57,178 - £60,485 |
| Grade: | Grade 15 (SCP 47-50) |
| Hours: | *37 hours / week*  Sleep in (if required in extreme circumstances). Participation in the Managers On Call rota. |
| Team: | Residential and Edge of Care (REoC) |
| Service Area: | County wide |
| Primary Location: | *Across county*  *Main base will be the Mid-Long-term home the Manager is registered to.*  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.* |
| Budget responsibility: | Children’s Home Cost Centre (aprox. 825k) |
| Responsible to: | Service Manager, REoC |
| Responsible for: | Children's Home |
| Political Restricted Post: | N/A |

## Job Purpose

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| The Residential and Edge of Care Service works with the most vulnerable children and families, including those on the edge of care, within the care system and preparing for independence. The strategic aim of this service is to deliver integrated and individualised interventions to promote best outcomes for children and their families.  Oxfordshire’s Children’s Homes provide mid to long-term accommodation with intensive support packages for up to 4 young people aged 12 – 17.  The Registered Manager of these provisions will;  Responsibility for ensuring effective delivery and improvement of high quality services to children young people and their families within REoC to the highest standard, within the County Councils standing orders and scheme of delegation, on time and within budget.  Leadership and management of the home they are registered for, ensuring that team members work effectively with children, young people, families and all internal and partner agency staff. To carry out their statutory duties as determined, principally in relevant childcare legislation, children’s homes regulations and standards.  To ensure that all services are planned and delivered in a way that maximises participation and reflects children’s rights in relation to services being provided.  Within the overall context of:   * The 5 key outcomes for children and young people (Every Child Matters:   + Being Healthy   + Staying Safe   + Enjoying and achieving   + Making a Positive Contribution   + Achieving Economic Well-being * The Children’s Homes Regulations and Quality Standards 2015 * Children Act 2004, Care Act 2014 and other relevant legislation * The Homes Statement of Purpose * The Statement of Conduct and Behaviour with guidance for Staff working in Oxfordshire’s Residential Homes.   The post holder is responsible for ensuring that all county safeguarding policies are adhered to and concerns are raised in accordance with these policies. |

## Job Responsibilities

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| Under the direction of the Service Manager for Residential and Edge of Care services:   * To be responsible for the day-to-day operation/management of a Children’s Home. * To ensure the highest standards of emotional, social and physical care, promoting best outcomes for young people through research, development and partnership. * To ensure strategic overview and vision of the organisation are embedded in policies, procedures and management strategies. * To ensure highly motivated leadership and development to the team for which you are responsible * To facilitate service to service support for improvement through collaboration playing a key function in developing high standards of communication * To ensure provisions maximise resources to assess needs of families and young people within a planned timescale and ensure all services are delivered in a way which maximises the participation of young people, respects their rights and is responsive to their wishes and views * To ensure overall responsibility for all regulatory requirements associated with Ofsted registration and the homes Statement of Purpose for both homes. * To ensure all safeguarding risks are acted upon and reviewed on a regular basis. * Work as part of a multi-disciplinary team and at all times promote and ensure equality in practice. * Undertake and participate in any required training programmes which are relevant to the employment of staff working in children’s services, paying regard to residential care and the management role. * Develop and maintain effective working partnerships with external providers as an integral part of the care pathway for young people. * To be able to challenge, in a sensitive way, engender collaboration for educational achievement and attainment, and foster a mutual responsibility for outcomes for all young people having a solution focussed approach. * Ensuring that the educational needs of young people in residence are assessed and provided for, liaising with educational professionals producing Personal Education Plans. * Ensuring that the health needs of young people in residence are assessed and provided for, liaising with health professionals to produce individually agreed Health Action Plans.   General Management:   * Take overall responsibility for all staff, delegating effectively and appropriately. Manage and monitor labour costs, staffing structures and rota’s, ensuring they meet requirements of the young people’s needs and are in accordance with allocated cost centres management guidelines advising the service manager of specific unmet needs or resource issues. * To develop and maintain collaborative working relationships with partner agencies and clinical team to ensure individual assessment plans and support packages are available to all young people and their families. * To ensure leadership and management of staff including annual appraisal, regular individual supervision, wellness action plans and induction is available to all staff working in these provisions * To retain up to date information relating to any legislative changes and disseminate this information throughout the service as required * To develop and ensure maintenance of monitoring systems in accordance with County Council Health and Safety requirements, ensuring that the necessary staff training is undertaken and recorded. * Establish and review young people’s casework records specific to REoC, referrals and assessments, including risk assessments, to ensure that staff apply them and that confidentiality, standards and boundaries are adhered to. * Ensuring that the physical building, fixtures and fittings are maintained to a high standard and in good decorative order and is secure. That the home is inventoried, liaising with appropriate support service managers as appropriate. * To participate in operational service development, staff training, group and panel meetings as required * Ensure there are effective formal and informal communication channels within the pathway, that policy and procedural information is readily available, so staff can operate knowledgeably and safely at all times. * To work closely with other managers in the residential pathway, supporting cover where required. * Work in partnership with other professionals and agencies and develop and maintain a positive public relations image for the Directorate and it’s services with the public, educational providers etc. as necessary. * Take an active and positive role in contributing to and monitoring service and team plans, as well as preparing for and contributing to internal and external inspection of services. * Ensure that complaints are handled quickly, effectively and sensitively. * Undertake further training and research to keep up to date with relevant legislation, guidance and good practice, in order to promote team development. * Ensure that all safeguarding legislation, policies and procedures are adhered to * Ensure that the provisions function in such a manner that staff and young people understand, recognise and celebrate the diversity of cultures and beliefs within the local and wider community. * Work within the code of confidentiality and ensure that records in the provisions are stored and held in a manner which is compliant with regulation and policy. * Ensure the children’s home has sufficient and varied information which is accessible to all regarding access to support agencies that will promote the health and well-being of young people in placement. * To be responsible for establishing and monitoring quality assurance compliance with Ofsted requirements, internal monitoring arrangements, including admissions processes, impact assessments, assessment programmes and reviews. * To oversee the management of all young people’s individual support packages to ensure that they continue to be relevant and responsive to the individuals’ needs and wishes including outreach/edge of care provision. * To develop a shared planning approach in partnership with young people, their relatives and other professionals involved in their care. * To engage with the wider system to ensure children’s needs are assessed and met. * Take the lead in ensuring individual assessment programmes are delivered within required time scales. * Take the lead in ensuring an open culture, one in which young people and families feel that they can make representation and that they are listened to. * To ensure that the health needs of young people are assessed and provided for, developing and maintaining effective working partnerships with health professionals. * To ensure that the homes offer a range of therapeutic, social and recreational activities/opportunities for individual or groups of young people and these are provided. * To ensure provisions offer relatives and carers private access to the young person and can be supported individually and/or in groups. * To ensure that all children have a full and appropriate education timetable. To be able to form positive relationship within education provisions, leading promoting and advocating for the educational needs and rights of the child, as a champion for excellence both within the homes team and the wider context of CSC. * Promote and actively encourage the delivery of a safe, structured and nurturing environment.   Personal Management and Employee Development   * Ensure that equality of opportunity exists in all employment practices, and that the recruitment, induction, probation, appraisal and termination of any employment is undertaken according to Directorate and County Council Human Resource Policies, Procedures and guidelines. * To establish and support appropriate staff supervision, welfare and support mechanisms, in accordance with the Directorate’s supervision policy, and ensuring that staff are motivated to achieve the objectives of the service. Ensure that annual appraisals are undertaken for all staff working in the move on provisions * To ensure all staff undertake mandatory training, and are assessed and appraised, and are able to enhance their skills, knowledge and personal development by being made aware of and given the opportunity to take up individual/group training programmes and experiences, including relevant Diplomas. * To lead, manage and develop the Assistant Manager and Residential Family Support Worker Staff in the homes, to ensure that the services provided are of the highest professional standards and competence, and managing and monitoring any sickness, disciplinary or grievance issues which may affect the provision of the service * Contribute to the formulation of policies and procedures for the day-to-day operation of the homes. Produce, co-ordinate and edit reports to ensure they are delivered to a high standard.   Other Requirements   * To be part of an evening and weekend on-call rota including bank holidays. * To provide support to all areas of the residential pathway as required. * Successful applicants will be subject of ‘registered managers’ process and interviews with OFSTED. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Have a Level 5 residential leadership and management qualification. (if a Level 3 is held the Apprentice posts can be considered until a Level 5 is successfully completed) | A, I, D |
| Good working knowledge of childcare legislation, guidance and regulations including Working Together to Safeguard Children 2015. Good working knowledge of Children’s Homes Regulations 2015 and Quality Assurance Standards. | A,I,D |
| Detailed understanding of the government policy agenda and emerging proposals for future with specific focus on Children’s residential sector | A,I,D |
| Experience of working in a residential care setting at a managerial level including knowledge of managing residential children’s homes. | A,I,D |
| Experience of managing budgets and understanding of financial management of resources. | A,I,D |
| Understanding of health and safety legislation relating to residential homes including risk assessments and risk management planning. | A,I,D |
| Understanding and commitment to equality and diversity agenda in service delivery and workforce. | A,I,D |
| Experience of management, training and development of staff including performance. | A,I,D |
| Experience of producing high standard quality analytical reports for internal scrutiny. | A,I,D |
| Able to make clear management and financial decisions that take full account of value for money, efficiency, and risk. | A,I,D |
| Able to develop effective internal and external professional relationships | A,I,D |
| Experience of developing and maintaining policies and procedures related to residential care home settings in line with practice standards and regulations. | A,I,D |
| Registered with SW England | A,I,D |
| **Desirable Criteria** | **Assessed By:** |
| Professional Social Work qualification, educated to a degree level or equivalent |  |
| Experience of design and implementation of assessment programmes and edge of care provision |  |
| Ability to respond to Inspections, and Regulation 44 visits and formulate action plans. |  |
| Ability to translate strategic aims into practical and achievable plans |  |
| Experience in managing complaints, grievances and FOI’s |  |
| Understanding of county council and its challenges in context to social care and residential care settings. |  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

January 2024