



JOB DESCRIPTION

Grade:	Registered Manager	Job Title:	Registered Manager
Department:	Children's Services	Accountable to:	Director of Children's Services
Responsible for:	Service Staff Team		

Purpose of the Post

To act as the Registered Children's Manager, accountable for the safe, effective and compliant operation of the children's home, ensuring the provision of a high quality, person centred, trauma informed and cost effective service for children and young people with Autism and associated needs.

To ensure that the home operates fully in accordance with Children's Homes Regulations (England) 2015, the Quality Standards, Ofsted requirements, safeguarding legislation, and the organisation's policies and procedures.

Duties and Responsibilities:

THE SERVICE:

To plan, develop and manage the children's home to ensure it meets the individual assessed needs of each child or young person, through effective care planning, placement planning, risk assessment, positive behaviour support planning and key working systems, in line with statutory guidance.

To ensure that children and young people are actively listened to, consulted and involved in decisions affecting their lives, promoting their rights, participation, independence, self advocacy and emotional wellbeing.

To create and maintain a safe, nurturing, stimulating and homely environment, ensuring high standards of cleanliness, hygiene, catering, nutrition and healthcare, appropriate to children and young people's needs.

To ensure the home consistently meets the Quality Standards, including:

- The quality and purpose of care
- Children's views, wishes and feelings
- Education, health and wellbeing
- Positive relationships
- Protection of children
- Leadership and management

To monitor, review and evaluate service delivery and outcomes, using quality assurance systems, audits, feedback and learning from incidents, and to lead continuous improvement in practice.

To develop and maintain effective professional relationships with placing authorities, social workers, parents/carers, education providers, health professionals and other external agencies.

Where required, to participate in the direct care of children and young people, including rota cover, on call responsibilities and sleep in duties, ensuring appropriate role modelling and leadership.

SAFEGUARDING AND PROTECTION

To act as the Designated Safeguarding Lead for the home, ensuring all safeguarding concerns, allegations and incidents are responded to promptly and appropriately in line with Working Together to Safeguard Children, local safeguarding procedures and organisational policy.

To ensure all staff are trained and understand how to follow safeguarding procedures, behaviour management strategies, missing from care protocols, and whistleblowing arrangements.

RESOURCES AND STAFF MANAGEMENT

To be accountable for the effective leadership, deployment and management of the staff team, including:

Safe recruitment in line with Safer Recruitment requirements

Induction, probation and ongoing training

Supervision, appraisal and performance management

Managing sickness, disciplinary and grievance procedures

To ensure all staff are suitably trained and competent to meet children's needs, including mandatory training and specific role development.

To foster a positive, reflective and person centred culture, encouraging staff to contribute ideas, develop practice and respond creatively to change.

To act as the responsible budget holder, ensuring effective financial management, value for money, accurate record keeping, and oversight of children's personal finances.

To ensure the maintenance, safety and security of the building, equipment and grounds, ensuring compliance with fire safety, health and safety, and environmental regulations, liaising with property owners where necessary.

INFORMATION, RECORD KEEPING AND COMPLIANCE

To ensure the establishment and maintenance of accurate, up-to-date and compliant records, including children's files, staff files, incident logs and statutory documentation, in line with data protection legislation.

To ensure all required certificates, registrations and licences are obtained, maintained and displayed, including Ofsted registration and fire safety certification.

To prepare for and lead on monthly Independent Monitoring visits, Ofsted inspections and ensure compliance at all times with regulatory requirements and effective action planning following inspection outcomes.

To provide reports, data and information to internal managers, placing authorities and regulators as required, including formal written reports and attendance at professional meetings.

To represent and promote AEM professionally in external forums, partnerships and multi-agency settings, as directed by Senior Leaders.

EQUALITIES AND RIGHTS

To ensure the service is delivered in a way that promotes equality, diversity, inclusion demonstrating a commitment to equality, diversity and inclusion, ensuring all children and staff are always treated fairly and without discrimination and safeguarding children's rights.

To recognise and respect the individuality of each child, ensuring care and support are tailored to their unique needs, preferences, and rights.

HEALTH AND SAFETY

To ensure compliance with all relevant Health and Safety legislation, Children's Homes Regulations, safeguarding legislation, and organisational policies and procedures.

To ensure risk assessments are completed, reviewed and implemented to protect children, staff and visitors.

OTHER

To obtain and display all required certificates and licences.

To participate in out of hours support systems.

To undertake any other duties consistent with the objectives of the post.



Autism East Midlands

PERSON SPECIFICATION

Grade:	Children's Registered Manager	Job Title:	Registered Manager
Department:	Children's Services	Accountable to:	Director Children's Services
Responsible for:	Service Staff Team		

Personal Skills / Characteristics	Essential	Desirable	Method of Assessment	Short Listing Criteria
<p><u>1. Experience</u></p> <p>1.1 Experience working in a children's residential setting with management responsibility</p> <p>1.2 Experience of working within regulatory frameworks (Children's Homes Regulations, Ofsted)</p> <p>1.3 Experience of safeguarding children and managing child protection concerns</p> <p>1.4 Experience using systems to ensure effective recording, reporting and compliance</p> <p>1.5 Experience monitoring service outcomes and implementing corrective action</p> <p>1.6 Experience of managing budgets and resources</p> <p>1.7 Experience of staff supervision, appraisal and performance management</p> <p>1.8 Experience of preparing, chairing and contributing to professional meetings</p> <p>1.9 Experience of report writing for internal and external stakeholders (including local authorities and Ofsted)</p>	x	x	x	x

<u>2. Qualifications and Training</u>				
2.1 NVQ Level 3 Diploma in Residential Childcare (or equivalent)	x			
2.2 Level 5 Diploma in Leadership and Management for Residential Childcare	x			
2.3 Able to meet Ofsted requirements to be a Registered Manager	x			
2.4 Evidence of continued professional development		x		
<u>3. Special Skills and Knowledge</u>				
3.1 Understanding the needs, rights and developmental stages of children and young people	x			
3.2 Understanding the needs of children with Autism and/or additional needs	x			
3.3 Commitment to promoting children's rights, welfare and best interests	x			
3.4 Knowledge of safeguarding legislation, guidance and local safeguarding procedures	x			
3.5 Knowledge of Children's Homes Regulations, Quality Standards and Ofsted inspection frameworks	x			
3.6 Demonstrates understanding of equality, diversity and inclusive practice in line with children's rights and safeguarding principles.	x			
3.7 Ability to lead, motivate and develop staff to high professional standards	x			
3.8 Ability to review information, identify priorities, monitor outcomes, and take appropriate action to improve practice and service delivery.	x			
3.9 Ability to communicate effectively in writing, including care planning, reports and audits	x			
3.10 Ability to plan and manage budgets effectively, monitoring expenditure to ensure resources are used efficiently and in line with organisational and regulation requirements.	x			
3.11. IT skills relevant to record keeping, reporting and communication	x			

3.12 Ability to work effectively as part of a multidisciplinary team			
4. Personal Qualities			
4.1 Ability to maintain confidentiality at all times	x		
4.2 Excellent interpersonal skills, with the ability to resolve conflicts constructively and foster a positive, collaborative team environment	x		
4.3 Ability to listen to children, young people and staff, treating all with dignity and respect and take action as necessary	x		
4.4 Proactive approach to improving practice and service delivery	x		
4.5 Ability to manage stress, maintain resilience and demonstrate emotional intelligence	x		
4.6 Positive attitude towards change, learning and service development	x		
4.7 Ability to encourage, support and develop others	x		
4.8 Strong commitment to improving outcomes for children and the organisation	x		
4.9 Full and current driving licence	x		
4.10 Ability to work shifts as required by the service to participate in on call arrangements on a Rota basis	x		
4.11 to undertake sleep in duties when required	x x		
4.12 Ability to work additional hours to meet service needs	x		