

## Kent County Council

### Job Description: *Registered Manager*

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**Directorate:** Children, Young People and Education

**Unit/Section:** CWS

**Grade:** KSI

**Responsible to:** Registered Services Manager

#### **Purpose of the Job:**

To provide specialist, quality and stimulating children's home services for young people, with or without learning disabilities. We work in line with Children's Homes (England) Regulations 2015, Quality Standards and the Care Standards Act 2000.

The Registered Manager has a key role in facilitating and developing a range of opportunities and experiences to improve the quality of life and experiences for the children and young people accessing. The Registered Manager will lead a team of staff to achieve this to a high standard in line with relevant legislation and OFSTED requirements, in a child focused way.

#### **Main duties and responsibilities:**

- Ensure quality services are delivered to the relevant children in line with recognised frameworks and legislation, working with all relevant agencies and partners to support young people in a strengths-based way based on their specific needs.
- Maintaining an up-to-date Statement of Purpose for the service setting out the specialist service's ethos, aspirations, the outcomes we seek to achieve and our approach to achieving these.
- Work with colleagues to enable the service meets the needs of KCC and young people in Kent, including that all children who access the service have a Children and Family assessment proportionate to their needs in place. This information will inform individual support plans are detailed and will enable staff to care for the children to a high standard.
- Review of all support plans are undertaken as required. Agreed changes are communicated to all those involved and actioned by the appropriate staff.
- Ensure the children's home operates in line with KCC financial procedures and allocated cash limit.
- Manage team members working in the services in order to have the appropriate experience, qualifications, training and skills for the roles they are employed for, review performance, support team members with regular supervision, and monitor conduct in line with KCC policies and procedures.

- Undertake regular review and monitoring to maintain quality standards and compliance with regulatory frameworks. This includes the building compliance and environment also.
- Undertake any other duties within the sound operation and running of a high-quality Children's home, as detailed in the SCCIF, including recruitment and leading a consistent and skilled team to safely support children in a nurturing environment.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Registered Manager*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 5 Diploma in Leadership and Management for Residential Care, or a qualification the registered provider considers to be equivalent to the level 5 diploma.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven experience in a role related to the residential care of children, including similar positions in children's or adults' services with comparable support needs (as per Children's Homes (England) Regulations 2015, section 28).</li> <li>Worked in a role requiring the supervision and management of staff working in a care role (as per Children's Homes (England) Regulations 2015, section 28).</li> <li>Proven experience of the supervision and management of staff working in a care/support role.</li> <li>Managing effective staff appraisals, supervisions and staff development.</li> <li>Working as part of a multi-disciplinary team in providing care</li> <li>Managing risk assessment in a residential setting</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Identify the needs of the children accessing the service.</li> <li>Able to relate theory to practice and effective role modelling.</li> <li>Skills to lead and build a team</li> <li>Excellent and effective communication skills, including working with relevant partner agencies/functions and maintaining effective and sustainable relationships, to enhance the outcomes for young people</li> <li>Able to produce clear, concise and accurate records.</li> <li>Ability to juggle multiple responsibilities simultaneously.</li> <li>Computer literate</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good working knowledge of the Children Act 1989 and 2004</li> <li>Theory relating to child development and caring for children (disability/attachment), and behavioural understanding (PBS/Positive Behaviour Support, or other relevant behavioural and/or therapeutic approaches)</li> <li>Thorough understanding of the Children's Homes (England) Regulations 2015</li> <li>Thorough knowledge of Ofsted's inspection process and the Quality Standards</li> <li>Comprehensive understanding of Health &amp; Safety</li> </ul>

**KENT VALUES AND CULTURAL ATTRIBUTES**

**Kent Values:**

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making