

# Kent County Council

## Job Description: *Registered Manager – Children’s Home*

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**Directorate:**

**Children, Young People and Education**

**Unit/Section:**

**Unaccompanied Asylum Seeking (UAS) Children’s Service**

**Grade:**

**KR12**

**Responsible to:**

**Service Manager for Reception and Safe Care Services**

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

The Registered Manager has overall responsibility for the day-to-day management of the home, culture within it and the standard of care provided. The Registered Manager will support and manage a team of Children’s Home Managers and Residential Support Workers, while acting as a corporate parent to the unaccompanied asylum-seeking children we care for, to ensure the children are protected and cared for until they move to a more permanent home. They must ensure that the home meets all legal and regulatory requirements, and that it provides high quality care and service provision for children. The Registered Manager leads and inspires their team to provide excellent support to the children and is flexible and solution focused within their role.

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

- Managing the residential home on a day-to-day basis, ensuring it is compliant in meeting all relevant legislative and contractual requirements, including the health and educational needs of UAS children.
- Implement an up-to-date Statement of Purpose setting out the aims and objectives that meet the requirement set out in Regulation 16 of the Children’s Homes (England) Regulations 2015 and Schedule 1.
- Ensure that the home is fit for purpose by ensuring that Fire Regulations and Health and Safety Regulations are met, Quality Assurance and Regulation 44 Reports action points are addressed promptly. Appropriate records are kept and that fire drill procedures are adhered to in accordance with the Services policies and procedures.
- Demonstrate a working knowledge of Ofsted Inspection guidelines, promptly implementing any recommendations following an Inspection. Timely notification of any significant events or changes within the home.
- Accountable for the delivery of a high quality of service provision, incorporating care, welfare, safety and security of all children in their care. Including the management of stock levels in the home.

- Promote equality and anti-discriminatory behaviour with children and staff.
- Demonstrate effective leadership to direct and support the staff team to deliver person centered childcare with children during their initial stages of transition into the UK and preparing them for a move to a permanent home.
- Ensure that children receive a sensitive residential service which best meets their individual social, racial, psychological, educational, cultural, physical identity and health care needs according to the Statement of Purpose and policies and procedures, and children facing particular crisis and stresses are offered appropriate additional support in a timely manner.
- Make sure children's statutory, health and legal appointments are attended.
- Quality assure the independent living skills programs and other activities run in the home to ensure these are equitable and effective.
- Ensure allocated Social Workers are notified of all significant events, incidents, important changes and physical interventions within 24 hours.
- Ensure operational staffing levels are maintained within the home (manage rotas) and responsible for managing bedroom availability so there is sufficient capacity to accommodate new arrivals. Communicating this to the Service and management group so it is clear where children can be accommodated when they do arrive.
- Understand the quality of staff, support their development, nurture those with talent through management, supervision and mentoring. Organise work patterns, training, and address performance through regular supervision and appraisals.

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 – Children’s Home*

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>	<p>Level 5 Diploma in Leadership and Management for Residential Childcare (England) or equivalent.</p> <p>GCSE in Maths and English at C Grade of above</p>
<b>EXPERIENCE</b>	<p>Working in a Senior/Registered Manager Role or Strategic Role within a children’s residential care setting.</p> <p>Substantial and diverse experience of working with children and families.</p> <p>Working with regulators such as Ofsted to implement and monitor compliance with regulatory expectations in children’s service provision.</p>
<b>SKILLS AND ABILITIES</b>	<p>Demonstrate a high standard of managing others to drive positive change for children.</p> <p>Quality assurance through supervision, case audit and review to ensure high standards of practice within the home.</p> <p>Supervise and develop Senior Residential Support Workers</p> <p>Computer literate with good written skills for report writing</p> <p>Good interpersonal skills to communicate effectively with children and colleagues,</p> <p>Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice.</p> <p>Supervisory, mediation and negotiation skills.</p> <p>Ability to work effectively on own initiative as well as within a team.</p> <p>Ability to travel to meet the requirements of the service.</p>

	<p>A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</p>
<b>KNOWLEDGE</b>	<p>Good working knowledge of the Children Act 1989 and 2004</p> <p>Good working knowledge of County Procedures relating to Looked After Children</p> <p>Thorough understanding of the Children's Homes Regulations 2015</p> <p>Thorough knowledge of Ofsted's inspection process and the Quality Standards</p> <p>Understand and apply the concepts of child development, attachment, separation, loss, change and resilience.</p> <p>Demonstrate a clear understanding of human rights and choice including mental capacity.</p> <p>Good knowledge of issues that impact on children including CSE, gangs Prevent agenda.</p> <p>Awareness of GDPR and confidentiality issues.</p>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>

# Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

## Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

## Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

## Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

## **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.