Kent County Council
Job Description: *Children's Home Day Manager*

Directorate:	**Children, Young People and Education**
Unit/Section:	**Unaccompanied Asylum Seeking (UAS) Children's Service**
Grade:	**KSG**
Responsible to:	**Registered Manager**

Purpose of the Job:

Assist the Registered Manager in discharging their duties under the Children's Homes Regulations 2015, Ofsted Regulations including the quality standards.

To lead a staff group of 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.

Main duties and responsibilities:

- Assist the Registered Manager in being responsible for the planned maintenance and development of the living environment to ensure that it meets the requirements of the Children's Homes Regulations 2015.

- Establish good professional working relationships with the Officers of Ofsted, and Independent Visitors, to ensure that the home cooperates fully with their inspection processes. In the absence of the Registered Manager, you will respond promptly and appropriately to their findings upon receipt.

- Manage day-to-day operations within the home, to ensure that professional practice is monitored and delivered within the service procedures, which includes responding to safeguarding concerns and following up actions as required.

- Complete a handover meeting at the start of every shift so all Residential Support Workers understand what tasks need to be completed, by who and when, during the shift. Take responsibility for making sure that staff complete their assigned tasks and escalate to the Registered Manager if this is not done.

- Ensure Residential Support Workers maintain records for every child on Liberi, so they are clear, accurate and available for review by Social Workers and Managers. Quality assure the records completed by Residential Support Workers.

- Ensure children attend all their appointments and Residential Support Workers complete records for these appointments on the same day. Plan for a Residential Support Worker to attend and contribute to the Child in Care Reviews.

- Complete Incident Reports and submit these to the Registered Manager whenever concerns are raised regarding the behaviours and safety of children, staff or a third party.

- Assist the Registered Manager with availability of bedrooms at the home to make sure there is beds available for new arrivals on a daily basis.

- Ensure Residential Support Workers complete checklists of children's belongings and room both on arrival and departure from the home. Including accurately accounting for any money taken or added to the home accounts.

- Complete a weekly activity planner so children have stimulating and meaningful learning activities alongside education. Ensure Residential Support Workers encourage children's engagement in activities.

- Work shift patterns as needed to monitor feedback, and ensure ongoing effective implementation and integrity of practice by the team.

- Promote equality and anti-discriminatory behavior with children and staff. Encourage all to express their wishes and feelings.

- Complete regular formal supervision and practice development plans with the Residential Support Workers.

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.

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Person Specification: *Children's Home Day Manager*

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.

	CRITERIA
QUALIFICATIONS	• Educated to GCSE Level or equivalent or NVQ Level 3 Caring for Children and Young People. • Evidence of relevant professional development.
EXPERIENCE	• Experience of working and caring for children or young people in a residential setting. • Experience of leading a small staff team on shift. • Experience of working with Ofsted regulations to implement children's service provision.
SKILLS AND ABILITIES	• Effective communication skills including verbal and written using a variety of tools with children and professionals. • Ability to lead a staff team and role model good practice. • Ability to prioritise and work on own initiative, as part of a • team and able to ask for support and guidance at appropriate times. • Computer literate, excellent use of IT and software systems including Liberi. • Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice. • Ability to travel to meet the requirements of the service. • Commitment to equalities and the promotion of diversity in • all aspects of working. • 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.
KNOWLEDGE	• Knowledge of child development. • Broad knowledge of processes, systems, law and regulation that impact on children in the care of the local authority. • Knowledge of issues that impact on children including CSE, gangs and Prevent agenda. • Awareness of GDPR and confidentiality issues.
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