

Directorate: Children, Young People and Education

Unit/Section: Unaccompanied Asylum Seeking Children's Service

Grade: KSJ

Responsible to: Service Manager

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.
- To be responsible for ensuring the Children's Home operates in line with KCC financial procedures, following best practice to demonstrate value for money, ensure accurate accounting records are maintained, and provide robust budget monitoring oversight of children's home activities and expenditure.
- 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 his/her 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.

	CRITERIA
QUALIFICATIONS	Level 5 Diploma in Leadership and Management for Residential Childcare (England) or equivalent. GCSE in Maths and English at C Grade or above
EXPERIENCE	Working in a Senior/Registered Manager Role or Strategic Role within a children's residential care setting. Substantial and diverse experience of working with children and families. Working with regulators such as Ofsted to implement and monitor compliance with regulatory expectations in children's service provision.
SKILLS AND ABILITIES	Demonstrate a high standard of managing others to drive positive change for children. Quality assurance through supervision, case audit and review to ensure high standards of practice within the home. Ability to demonstrate robust financial/budget oversight, including budget management and compliance with financial procedures. Supervise and develop Senior Residential Support Workers Computer literate with good written skills for report writing Good interpersonal skills to communicate effectively with children and colleagues Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice. Supervisory, mediation and negotiation skills. Ability to work effectively on own initiative as well as within a team. Ability to travel to meet the requirements of the service. 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	Good working knowledge of the Children Act 1989 and 2004 Good working knowledge of County Procedures relating to Looked After Children Thorough understanding of the Children's Homes Regulations 2015 Good understanding of budget monitoring and oversight functions, including strong understanding of organisational financial procedures. Thorough knowledge of Ofsted's inspection process and the Quality Standards Understand and apply the concepts of child development, attachment, separation, loss, change and resilience. Demonstrate a clear understanding of human rights and choice including mental capacity. Good knowledge of issues that impact on children including CSE, gangs Prevent agenda. Awareness of GDPR and confidentiality issues.
ORGANISATIONAL RESPONSIBILITIES	Whole Council Integration of Services Embedding Commissioning and Engaging relevant markets Managing Change
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