



Hill Top Childrens Care

Job Description | Person Specification

Hill Top Childrens Care

Job Title: Responsible Individual

Accountable to: Director

Responsible for: Registered Manager

Equal Opportunities

All young people are equally entitled to have their needs met in a fair and balanced way. The Responsible Individual is responsible for promoting equal opportunities for all and for challenging any behaviour or practice which discriminates against any young person or colleague on the grounds of race, religion, disability, age, gender, sexual orientation or any other perceived difference.

The Responsible Individual will act on behalf of the organisation to ensure the legal responsibilities are effectively discharged. The guide to the children's homes regulations and quality standards' states "one (the Registered Manager) manages the home and the other (Responsible Individual) supervises the management.

PRINCIPAL RESPONSIBILITIES

- You will act on behalf of the organisation to ensure that all legal responsibilities associated with the new opening, new registration and operation of the children's home with OFSTED compliance is effectively discharged.
- The supervision, support and holding to account of the Registered Manager whom you supervise. Liaise with the Referrals and Admissions team to ensure the effective management of resource allocation within the context of placement matching, and placement stability.
- Provide a comprehensive placement service through managing admissions to the children's home in partnership with all Local Authorities and other agencies.
- To monitor care plans and placement plans, activities and community involvement, and provide oversight of individual care planning for all children and young people looked after in the Home.

- Be responsible for reporting regularly on the Home to ensure that it fulfils its Statement of Purpose and function and is run in accordance with statute and Hill Top Childrens Care's policies, guidelines and instructions.
- Ensure compliance with the Children's Homes Regulations 2015 and National Minimum Standards
- Ensure the children's Home is fully prepared and ready for regular Ofsted inspections, by ensuring the monitoring of practice through your own supervision of the Registered Manager, scrutiny of Regulation 44 and 45 reports and any other reports concerning the home, including OFSTED inspections and compliance visits from local authorities.
- To attend the children's home for which you are responsible in order to establish a meaningful relationship and extensive knowledge of each child placed, their care plans or EHC plans.
- To provide regular formal and informal supervision and management of Registered Manager, encouraging professional development, completing and identifying training and staff development needs to ensure objectives are met.
- To provide effective leadership, management support and guidance to the Registered Manager in the development of the Children's Home.
- To report regularly to the Director on, for example, the running of the service, its achievements, the adequacy of its resources and any significant concerns
- To make sure that there are arrangements in place for young people, staff and stakeholders to give feedback about the quality of service, to express concerns, to make complaints, and to make sure all arrangements are working effectively.
- To provide continuing oversight of the Children Home's Statement of Purpose.
- To have suitable arrangements in place for the establishment and maintaining of a system for monitoring, reviewing and improving the quality of care and support provided by the service.
- To ensure financial budgets compliance with the Children's Homes regulations 2015, National Minimum Standards and Ofsted's inspection frameworks.
- Ensure young people in the Children's Homes are effectively safeguarded and are receiving a standard of care that's compliant with the homes Statement of Purpose and Function and Children's Guide.
- Promote a high standard of professional practice through personal example; encouraging appropriate professional training & development by managing a comprehensive programme of Performance Management and formulating continuous improvement, specific Learning and Development Plans for the Registered Manager and to ensure that these plans are being followed.
- Ensure that electronic and paper administration systems are current and appropriate, that recorded information is accurate, and that timely data is provided by the Registered Manager.
- Promote and maintain a healthy and safe environment for all residential staff.
- Assist in appointing staff, ensuring the proper application of Hill Top Childrens Care recruitment and selection procedures and manage and oversee the Induction, Discipline, Capability and Grievance procedures.
- Contribute to, and/or participate in, projects and initiatives associated with the functions of the Home

- To ensure that children and young people's needs are met through a strong emphasis on communication and participation.
- To participate in both children's and staff meetings, and training events as required by the Director.

This job description provides an indication of the role and responsibilities of the post but should not be construed as an exclusive list of duties that the post holder may be asked to undertake.

Person Specification

Category	Requirements	E D
Qualification	Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services – Residential Childcare or an equivalent qualification.	E
Experience	Experience of working in a residential setting for a minimum of 2 years and at least 1-year experience of working in a management role in a residential child care setting.	D
	Successful experience of core children's home practice: managing child protection and safeguarding supporting resilience, managing risk, maximising care and welfare, health and safety issues etc.	E
	Staff Management. Use of appropriate leadership styles to resolve conflict, solve problems, elicit performance and motivate the team.	E
	Substantial experience of managing care planning practice in Children's Homes, identifying, assessing, planning, delivering, monitoring and evaluating outcomes	E
Knowledge	Extensive knowledge and understanding of Children's Home Regulations 2015, Care Standards Act 2000, National Minimum Standards for Children's home, Ofsted Policies and related legislation, Safeguarding Vulnerable Groups Act 2006, regulations and guidance.	E
	Experience of working in in partnership with OFSTED to achieve better outcomes for children and a clear understanding of the inspectorate's expectations of children's homes providers.	E

	Knowledge of current evidence-based theory and practice relating to looked after children's residential services.	E
	Extensive knowledge of the principles of good management, staff supervision and leadership.	E
Skills and Ability	Experience and knowledge of quality and performance management techniques	D
	Financial, customer and market awareness.	E
	Excellent written and verbal communication and negotiating skills. Able to represent the organisation appropriately	E
	Excellent level of literacy skills to write and contribute to reports, Good IT skills, including word, excel, email and the internet.	E
Other:	Prepared to work within and promote the framework of policies and procedures applying to the way in which this home is operated	E
E – essential D – desirable		

Safeguarding and child centred responsibilities

Ensure that there are robust policies and protocols to protect and safeguard children and young people from harm and this applies in the Home practice. Ensure that any concern of safeguarding is dealt with immediately and appropriately. Ensure the rights and needs of children and young people are met as fully as possible whether physical, emotional, social, educational, spiritual or cultural. Ensure all relevant information on the young person's background and present needs is available, read, understood and signed off where necessary. Agree consequences to actions with children and young people that will benefit the child or young person and create opportunities for changes in behaviour and renewed confidence in line with the organisation's practice model and with National Minimum Standards.
