



Hill Top Childrens Care

Job Description | Person Specification

Hill Top Childrens Care

Job Title: Registered Manager

Accountable to: Responsible Individual | Director

Responsible for: Deputy manager | Senior Support Workers | Support Workers

Equal Opportunities

All young people are equally entitled to have their needs met in a fair and balanced way. The Registered Manager 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.

General Responsibilities

CHILDREN AND YOUNG PEOPLE

The post holder is responsible for the optimum delivery of the Home.

- To ensure that all standards in relation to children are upheld within the statutory framework and Hill Top standards.
- To ensure that the Home reflects a culture that is inclusive, warm and nurturing where children's well-being and development is promoted. To ensure that all matters regarding child protection are promoted and responded to in a pro-active and diligent manner. To protect children from harm inside and outside of the Home.
- To ensure that children's needs are recognised and met where possible. This includes, ensuring that children are free from discrimination within the Home and to challenge discrimination within and from outside the Home.
- To ensure that the Home meets the needs of individual children and the needs of the group.
- To take a lead role in agreement with the Responsible Individual for responding to referrals and assessing children's suitability for placement.

Hill Top Childrens Care

www.hilltopcc.co.uk Email: services@hilltopcc.co.uk or cv@hilltopcc.co.uk

Tel: 0208 262 3769 Office registration number: 11904770

- To ensure that the admission of children is welcoming and reflects the expectations of the placement plan.
- To ensure that each child's placement follows their placement plan and that each child has an up to date Individual Care Plan, Behaviour Management Plan and Risk Assessments based on an assessment of their needs.
- To ensure that children's progress is regularly reviewed and that the care team are adapting their approach in relation to children's developmental needs.
- To ensure that children are informed of their rights and responsibilities enabling them to take greater control of their lives.
- To attend children's case reviews, planning meetings and other meetings as required.
- To ensure that transition plans for children leaving the Home are carried out positively and within Hill Top guidelines.

CARE TEAM

The post holder is responsible for the line management and supervision of the care team.

- To provide each member of the Care team a minimum of 1 ½ -hour supervision per month.
- To be pro-active in supporting the Care team by ensuring that there is opportunity for discussion with individuals and in team meetings.
- To ensure that the Care team is appropriately supported and trained in dealing with challenging situations and the demands of the work.
- To ensure that every staff member within your home and the Senior management are informed of all relevant issues, especially significant incidents, as appropriate.
- To ensure effective recruitment processes for the Care team and to be directly involved as appropriate and to minimise the use of agency staff by the recruitment and development of a stable staff team.
- To ensure effective staff training and development and to be directly involved the delivery as appropriate.
- To be available as assessor and motivate/encourage and guide staff to complete the Level 3 Diploma Children & Young Peoples Workforce and other relevant qualifications within statutory guidelines.
- To be involved in the monitoring and where necessary the discipline of staff.
- To ensure that all staff are appraised annually.
- To ensure that the staff team are working within an environment and conditions that comply with health and safety and employment regulations.
- To ensure appropriate staffing levels are maintained in the Home and that cover is provided where there is illness or annual leave.

FINANCES

The post holder is responsible for the effective and efficient financial management of the Home.

- To ensure that the financial management of the Home is in line with the requirements of Hill Top policy.
- To ensure at all times that the occupancy levels of the Home are being optimised and to contribute wherever possible in promoting positive referrals.
- To ensure that the use of resources (staff, equipment and daily expenditure) is in line with Hill Top policy. To be pro-active in ensuring that resources are matched efficiently to the requirements of the day-to-day task.

- To ensure that any expenditure outside of that agreed in the daily management of the Home service is approved by Director.
- To collaborate with the Director and responsible Individual to ensure the effective deployment of staff and other resources across the whole organization.

POLICIES AND REGULATIONS

The post holder is responsible for the effective implementation and compliance with Hill Top policies and Statutory Regulations.

- To act as the Designated Child Protection Officer for the Home you are responsible for.
- To ensure that all Hill Top policies and procedures relevant to the Children's Home, and Statutory Regulations are followed and implemented appropriately.
- To ensure that the Responsible Individual is notified of any proposed changes to policy if this was not already addressed in the management meeting or supervision.
- To ensure that the Home is in compliance at all times with statutory legislations, regulations and guidance, including Ofsted and Health and Safety.
- To ensure that the Home is maintained to a high standard, reflecting a warm, cared for, nurturing and child centred environment.
- To ensure that all written communication and records are written to a high professional standard and that all external written communications is quality checked.
- To ensure that the recommendations from Regulation 44 visits are responded to in a timely and appropriate manner.
- To positively lead the management of the Home to achieve the level of Outstanding and maintain in Ofsted Inspections.
- To liaise wherever necessary with Ofsted in response to inspections to ensure the professional representation of the Home and organisation.
- To ensure that all significant matters regarding the care and well-being of children are reported to the appropriate individuals and authorities within the set time scales.
- To pro-actively maintain Hill Top's policy on confidentiality, equal opportunities and anti-oppressive practices.

PLACING AUTHORITIES

The post holder is responsible for ensuring that the Home has a highly professional partnership with placing authorities, that positively support children's placements.

- To ensure that referrals are responded to in a professional and timely manner, in line with the Hill Top admissions procedure and as stated in the Home's Statement of Purpose.
- To ensure that the Home is proactive in communications with placing authorities.
- To ensure that communications and regular updates with placing authorities regarding the progress of children are always carried out in a professional and timely manner.
- To ensure that all statutory arrangements with placing authorities such as care reviews are carried out in a professional and timely manner. To represent the Home at all relevant meetings.

DEVELOPMENT

The post holder is responsible to contribute to the development of Hill Top and implement changes as agreed with the Responsible Individual and Director.

- To raise any general matters related to the positive development of the Home and Hill Top with the Responsible Individual and Director.
- To ensure that the requirements of the post holder's development are acted upon in agreement with the Responsible Individual and Director.
- To positively contribute to and implement change in agreement with the Responsible Individual and Director.

GENERAL

To undertake any other appropriate tasks within the competence of the post holder.

This is a description of the job as it is at present constituted. It is the practice of Hill Top Childrens Care periodically to examine job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. It is the company's aim to reach agreement on reasonable changes, but if agreement is not possible, the company reserves the right to insist on changes to your job description after consultation with you.

CONDITIONS OF WORK

This post requires a flexible approach to working hours, primarily to ensure the safety and well-being of children and young people, and staff.

The post holder is required to lead and participate in the On-Call support system.

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	<p>Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services – Residential Childcare.</p> <p><i>Registered Managers appointed after April 1st 2014 must achieve or hold the Level 5 Diploma in Leadership for Health and Social Care Services (Children and Young People's Residential Management) qualification within three years of the date they started employment.</i></p>	D
Experience	Experience of working in a residential setting for a minimum of 5 years and at least 2-year experience of working in a deputy manager/ senior role in a residential child care setting.	E
	Experience supervising and managing professional staff.	E
	Staff Management. Use of appropriate leadership styles to resolve conflict, solve problems, elicit performance and motivate, support and direct staff.	E
	Experience of working within an assessment and support planning framework.	E
	Planning and prioritising resources effectively to meet Corporate objectives.	E
Knowledge	A thorough understanding of the kind of behavioural issues, which might arise with children and young people in a residential setting	E
	Experience of fostering and maintaining relationships, internally and externally.	E
	Experience of promoting client choice and diversity.	E
	Sound knowledge and understanding of emotional and behavioural difficulties, mental health disorders and learning difficulties.	E
	A knowledge of the principles of good management, staff supervision and leadership.	E
	Sound 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	E

	Vulnerable Groups Act 2006, regulations and guidance.	
Skills and Ability	Experience and knowledge of quality and performance management techniques	E
	Financial, customer and market awareness. Able to manage budgets.	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, logs, etc. Good IT skills, including word, excel, email and the internet.	E
Other:	Assesses risk and makes decisions accordingly	E
	Prepared to work within and promote the framework of policies and procedures applying to the way in which this home is operated	E
	Good organisation skills and ability to prioritise workload and team tasks.	E
	Driving licence and willing to drive company cars as necessary, including driving children and young people as required	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.
