ST. ELIZABETH’S CENTRE

JOB DESCRIPTION

JOB TITLE : Registered Childcare Manager

**RESPONSIBLE TO : Director of Health and Care**

**RESPONSIBLE FOR: All aspects of the management, organisation and development of St Elizabeth’s Children’s Home**

**Scope of the Job**

Responsible to the Director of Health and Care, the post holder will ensure the efficient delivery and creative development of children’s care services ensuring that best practice and relevant legislation is complied with. The post holder will work with senior managers to develop and enact strategic objectives to further develop this service.

As the Registered Manager for St Elizabeth’s Children’s Home\*, you are responsible for ensuring that the appropriate level of care is provided for each individual young person to support their individual needs and to ensure the service complies with all aspects of the Children’s Home Regulations and meets/exceeds the Quality Standards for children’s homes.

*\*Referred to as ‘The Service’ in the remainder of this document*

* Responsible for a high standard of care practice and compliance across The Service to meet/exceed Children’s Home standards/regulations. Compliance is a key component of this role.
* Support the CEO and Director of Health and Care and Director of Education and Skills Development by planning, developing and managing The Service to support the holistic needs of the young people attending St Elizabeth’s School.
* Deliver and sustain a high standard of care to support the welfare of the young people and to enable them to take advantage of learning opportunities.
* Be responsible and accountable for the service, its staff and its operational and financial performance. Lead and be an active member of the St Elizabeth’s Children’s Home management team, contributing to the realisation of the strategic plan and the day to day operational management of the service provision. This role will also represent the service on the School Leadership Team.
* To ensure all new and existing placements are appropriately costed.
* Be an active member of St Elizabeth’s Care, Health and Education Leadership team, supporting colleagues within other Services as necessary to help ensure the effective staffing cover and management of all areas of The Centre.
* Ensure adequate 24 hour cover for The Service. This includes working one weekend in four.
* To support and safeguard young people by having robust child protection and management systems and processes in place.

*St Elizabeth’s promotes the independence and personal dignity of all residents, learners, children and young people. The post holder will be expected to carry out the duties within the ethos of the Centre and the spirit of St Elizabeth’s Mission Statement.*

*All staff have a responsibility for safeguarding and promoting the welfare of children, vulnerable adults and young people.*

**Professional Duties**

1. Strategic
   1. To develop the service in line with Children’s Home and Centre wide strategic plans, as agreed and amended from time to time.
   2. Ensure compliance with Centre wide standards, processes and objectives; to formulate any other necessary policies and procedures for The Service and ensure their implementation; monitor, evaluate and ensure audit mechanisms are in place, and any actions required are subsequently completed.
   3. To create and deliver the Development Plan for the Children’s Home and Centre and to actively support the Director of Health and Care, Chief Executive Officer and Strategic Leadership Team in its implementation.
   4. To contribute to projects/development plans for The Service as appropriate/reasonably required.
   5. To create improvement/development plans for The Service as appropriate/required.
   6. To be responsible for The Service’s Annual Quality Assurance Assessment, in line with the Inspection Framework.
   7. To work with the Children’s Home management team to ensure Ofsted regulations and best practice expectations are positively supported by care staff working practices.
   8. To develop the Quality Improvement Plan for The Service.
   9. To develop and maintain effective partnership working with external agencies and other relevant bodies.
   10. To lead the interface with funding authorities in negotiating/agreeing care fee levels and care arrangements.
   11. To effectively lead the change management process as appropriate to the needs of the Service and the Centre.
2. Management Responsibilities
   1. To fulfil the role of Registered Manager in line with the registration requirements set by Ofsted.
   2. To lead the processes for the selection and appointment of staff across The Service, ensuring robust procedures are in place in line with standards and legislation.
   3. To deploy and manage all staff, clearly establishing their roles, responsibilities and accountabilities.
   4. To implement and sustain effective performance monitoring systems to evaluate the quality of care and learning processes. Report the outcome of such evaluations to the Chief Executive and Health and Care Advisory.
   5. To organise the necessary training of staff through our staff development team so that they can understand their roles confidently and competently.
   6. To ensure that the contracted level of individual care provided by The Service is appropriate, funded and complements the learning objectives.
   7. To be responsible for the co-ordination of care practice that meets/ exceeds the standards outlined in the inspection framework.
   8. To manage the Admissions of new young people into the children’s home, ensuring best practice is followed at all times.
   9. To be the safeguarding lead for the Children’s Home. To ensure all safeguarding matters are managed in line with the HSCB procedures and report to all relevant agencies. To manage safeguarding matters involving allegations against Children’s Home staff.
   10. To ensure key documentation, policies and audit mechanisms are in place across The Service and be responsible for the implementation, monitoring and development of key documentation.
   11. To line manage senior staff within The Service.
   12. To ensure robust systems for the effective investigation and management of complaints and incidents, ensuring lessons are learnt and shared with others as appropriate.
   13. To ensure that an effective induction, supervision, appraisal, staff development and team briefing system, in line with Centre policies, operates across The Service.
3. Administration
   1. To work with the Director of Health and Care and ensure that The Service Development Plan is suitably prioritised within the Children’s Home and Centre’s strategy.
   2. To work with the Director of Health and Care and Director of Finance to establish an annual budget for The Service. Monitor the income and expenditure levels of The Service throughout the year to ensure financial viability.
   3. To manage, monitor and review the use of all available resources to improve the quality of education, care, therapy, nursing and transitions to ensure efficiency and value for money.
   4. To ensure an effective interface with the Centre’s Administration, HR, Training and Finance departments with regard to records and information regarding staff, work performance and training needs.
   5. To ensure that staffing levels in all aspects of the Service are always adequate, including 24 hour cover to meet the Children’s Home standards.
   6. To define all staff roles including levels of authority, responsibility and accountability and including a rota for deputising in the event of absences.
   7. To lead the process of young peoples’ Care Assessments, ensuring provision provided can meet the needs of the individual.
   8. To ensure documentation is complete and up to date, in line with St Elizabeth’s Centre’s guidelines and any regulatory requirements
   9. To ensure staff provide written documentation of care provided as applicable.
4. Accountability, Communication and Liaison
   1. To keep the Director of Health and Care, CEO, and Health and Care Advisory informed of key issues and potential problems.
   2. To ensure that young people and their families/carers/representatives are both involved and informed in individuals’ support plans, risk assessments, reviews and at all key stages of their care provision.
   3. To liaise with local authorities and social workers as applicable.
   4. To ensure that The Service is properly represented on appropriate bodies.
   5. To develop good working relationships with relevant statutory and regulatory authorities and ensure that the standards of The Service meet and exceed the standards expected.
   6. To attend meetings and present reports to SLT, the Governing Body, Centre’s Main Advisory Committee and Trustees if required.
   7. To provide placing authorities with all appropriate information and lead the negotiations to secure funding levels within budget parameters.
5. Research and Audit
   1. To participate in audit and research studies relating to care and learning.
   2. To actively promote best practice and evidence based care and learning.
   3. To develop and evaluate tools to audit practice within care practices and learning.
   4. To keep up to date with the emerging thinking/findings from other specialist centres and translate this into operational practice to improve service delivery across the St Elizabeth’s Centre.
6. Professional
   1. To demonstrate a professional approach to work and act in a professional manner at all times.
   2. To be a visible manager with regular contact with staff and the young people and children, and to keep abreast of all aspects of the children’s care and development.
   3. To have knowledge of and adhere to St Elizabeth’s Centre policy and professional standards. Ensure that other team members and managed staff do likewise.
   4. To maintain confidentiality surrounding learners at all times in line with the expectations of the Data Protection Act (1998).

**Health and Safety**

To be familiar with Health and Safety regulations, policies and procedures and ensure they are adhered to within own area of responsibility. To undertake all training deemed necessary for the role and keep all essential training up to date,(this includes behaviour management /MAPA positive handling strategies which includes physical interventions which require a level of physical health).

Context

St. Elizabeth’s Centre comprises a School, College and Care Home providing specialist services for people with severe epilepsy and other complex medical conditions. The Children’s Home provides care and support to young people with learning difficulties and other complex needs attending St Elizabeth’s School. This post is classed as having a high degree of contact with children or vulnerable adults, is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an **enhanced** DBS disclosure. The duties and responsibilities outlined above do not represent a full range of duties the post holder may be expected to carry out. It is recognised that the duties of all posts may be subject to change from time to time, and therefore alterations to duties and responsibilities can be expected. From time to time, the post holder may be expected to work flexibly across St Elizabeth’s services (comprising the School, Home and on-site College) according to service needs.

**Person Specification**  cid:image002.png@01D1EF05.FF621CF0

**Post: Registered Childcare Manager**

**Location: St Elizabeth’s School**

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|  | Essential Criteria\* ***\*Reasonable adjustments will be considered within the needs of the service where applicable under the Equality Act 2010*.** | Desirable Criteria |
| Qualifications | Relevant degree or equivalent professional qualification, e.g. Social Worker registered with the HCPC  Level 3 Diploma for Residential Childcare; or Children’s and Young People’s Workforce Level 3 Diploma; or equivalent NVQ3.  Professional qualification relevant to working with children, including:   * Level 4 RMA in Children’s Care * Level 5 Diploma Leadership and Management in Children’s and Young People’s Workforce * Level 5 Diploma in Residential Childcare   Evidence of continued professional development in a childcare environment.  Willing to undertake further training.  Full UK valid Driving Licence with access to transport for work purposes. | GCSE or equivalent in Maths & English  Evidence of supporting others in attaining qualifications (including vocational qualifications)  Assessor Qualification (including D32,D33, A1, TAQA) |
| Experience | At least two years’ experience of providing care and support to children or young people with additional needs/disabilities in a professional capacity in a residential setting in the last five years.  Experience of carrying out care needs assessment of children and young people with complex needs.  Experience of supervising and managing professional staff.  Experience linking resource to client need within a given budget.  A track record of leading staff teams successfully.  Experience in conducting risk assessments. | Experience of delivering staff training |
| Knowledge & Understanding | Good knowledge and experience of law and practice relating to looked after children.  Good understanding of children, learning disabilities and child development.  Good understanding of safeguarding legislation and associated policies.  Good understanding of health & safety issues in the care and support of children/vulnerable people.  Knowledge of Quality Standards for Children’s Homes, Children’s Home Regulations 2015 and the Children’s Act 1989. | Sound knowledge of epilepsy and associated disorders  Understanding of autism |
| Abilities and Skills | Business and management skills to manage the Home efficiently and effectively.  Financial/budgetary expertise to ensure the Home is run on a long term viable basis.  Ability to contribute to strategic development of the Children’s Home and St Elizabeth's School.  Ability to communicate effectively both orally and in writing and develop positive relationships with students, colleagues, residents, families, external agencies and professionals.  Ability to use Microsoft Word, Outlook and Datix.  Self motivated and able to prioritise and meet deadlines. Organised and flexible approach to meeting service needs.  Solution focussed with good literacy and numeracy skills.  Ability to record work in accordance with statutory and service requirements.  Ability to undertake and pass St Elizabeth’s Centre’s on-site and off-site medication training courses.  Assess and evaluate individual care plans.  Ability to lead and motivate a team including but not limited to conducting appraisals/supervision sessions, leading training/induction/coaching.  Ability to deal with conflict resolution, take the lead in Safeguarding incidents and take the appropriate actions. | Ability to use other common IT software  Ability to manage change. |
| Other attributes | Commitment to:   * The work and ethos of St Elizabeth’s Centre * Equality and promoting respect and dignity for all * The care and well-being of children and young people.   Emotional resilience to work with people whose behaviour can challenge the service at times. | Negotiation skills |
| Special Circumstances | Applicants must be over 23 years of age with the suitability to work with children and vulnerable adults.  Willing and able to undertake the following as required after training:   * Work safely without supervision * Moving and positioning of children and young people (including hoists and wheelchairs) * Undertake MAPA (Behaviour Management) positive handling strategies training. * Assist children and young people with all aspects of personal care * Work with people whose behaviour, due to the nature of their additional needs, can challenge the service at times. * Support and accompany children and young people with a range of leisure activities.   Able to work a shift pattern, including some unsocial hours (a mixture of late and early shifts) and occasional weekends and, as required, sleep-ins. |  |

The post holder will be consulted by the Line Manager as appropriate before any major changes to duties and responsibilities and reasonable notice will be given before such changes are implemented.

Signed ...................................................... Print Name ..............................................