

Job Description Registered Manager

Responsible to: Responsible Individual

Purpose

To provide a homely, warm, welcoming and safe home for children to live in. To achieve outstanding outcomes for the children living in your home. To manage and develop staff to provide outstanding care for your children. To meet and aim to exceed regulatory requirements. To develop and maintain a safe and aspirational culture in which children thrive and progress.

Regulatory

- Comply with all regulatory requirements.
- Ensure the Statement of Purpose accurately reflects the functions and activities of the home. Ensure the Statement of Purpose remains under review with all updates submitted to Ofsted in a timely manner.
- Ensure staff understand their duties under the Quality Standards. Monitor performance and practice to ensure these are met/exceeded.
- Develop your staff team to prepare for Ofsted, Local Authority and Regulation 44 inspections/visits. Manage the home during inspections in a calm, transparent manner.

Responsibilities towards workforce

- Develop and manage your workforce to ensure they have the necessary skills to anticipate and meet the needs of your children.
- Monitor performance and hold staff to account for their practice.
- Manage rotas to ensure sufficient, appropriately skilled and knowledgeable staff are available for each shift.
- Monitor staff attendance at and participation in training. Maintain accurate training records, workforce development plan and personnel records reflect training. Ensure staff are scheduled on training appropriately to maintain regulatory requirements.
- Be available to staff to ensure they feel adequately supported to fulfil their role.
- Challenge poor practice.
- Provide supervision for senior staff and monitor and oversee their provision of supervision for carers.
- Maintain all records required by the organisation and in order to meet regulatory requirements.
- Report to the Responsible Individual ensuring they are kept apprised of all relevant matters in the home.
- Ensure the home is a learning environment. Review significant events to identify all potential learning to develop care and staff skills.

Responsibilities towards children

- Ensure the home is warm and welcoming and that children feel able to contribute to the development of the facilities and environment.
- Ensure children are safe in your home. Develop, lead and monitor staff and their safeguarding abilities.
- Ensure children's voices are heard and acted upon.
- Ensure staff promote and uphold children's rights.
- Ensure staff know how to manage relationships between children and help them learn how to manage their own relationships.
- To prepare for, attend and actively contribute to reviews any other meeting relating to children in your care. During meetings, to appropriately challenge any decisions that you do not consider to be in the best interests of the child. To advocate for the child and/or support the child to express their views and be heard.
- Develop relationships with the child's parents (where appropriate) and all other professionals involved with the child. To challenge appropriately.

Personal

- Demonstrate excellent management skills.
- Demonstrate appropriate knowledge and skills to lead and develop your team.
- Take all opportunities to maintain your professional development using training, inquiries, research and development and events in the home. Commit to completing QCF L5 Leadership in Residential Childcare within the required timescale.
- Maintain professional relationships with staff.
- Present a calm, authoritative demeanour at all times.

Essential	Desirable
Commitment to and evidence of CPD. Level 3 Diploma for Residential Childcare; or Children's and Young People's Workforce Level 3 Diploma; or equivalent NVQ3.	QCF L5 in Leadership and Management in Residential Childcare (or equivalent)
Evidence of the appropriate experience, and skills to manage the home effectively and lead the care of children	
Evidence of medical and physical fitness.	
Within the last 5 years, worked for at least 2 years in a position relevant to the residential care of children	
Worked for at least one year in a role requiring the supervision and management of staff working in a care role	
Driver with clean licence	

