

# Job Description and Person Specification

<b>Job Title</b>	Residential Home Team Leader
<b>Location</b>	Ilford, London
<b>Service / Department</b>	Children Overnight Short Breaks (The Drive)
<b>Responsible to</b>	The Registered Manager
<b>Responsible for</b>	Senior Support Worker, Support Workers, and Administrators

<b>Terms and Conditions</b>	
Hours	40
Salary Range (FTE)	£28,000 per annum with the opportunity to earn through the company bonus scheme a further £5,000 per annum
Holidays (FTE)	28 days
Employment Status	Full Time
Probationary Period	6 Months
Notice Period	1 Months

<b>Service Description</b>
"The Drive" is a 7 bedded Respite Home for Children and Young People (CYP) with disabilities including but not limited to autism, mental health conditions, emotional and behavioural difficulties (EBD), complex needs, and aged 5-18.

<b>Job Purpose</b>
To deputise the registered manager in leading and managing the children's home consistent with the approach and ethos of the organisation, delivering outcomes and high-quality care as set out in the home's statement of purpose.

<b>General Duties</b>
<p>To deputise the Registered Manager to ensure:</p> <ul style="list-style-type: none"> <li>• The management of services, including staff management and supervision, care and placement planning, safeguarding, communications, report writing and monitoring quality and compliance.</li> <li>• Full implementation of statutory and organisational policies and procedures and provide feedback on the effectiveness of all policies and procedures.</li> <li>• Compliance with legal and regulatory requirements such as provisions set out in the Children's Homes Regulations and Quality Standards 2015, Childrens Act 1989, Data Protection Act 1998, Health &amp; Safety at Work Act 1974 and Working Together to Safeguard Children 2018.</li> </ul>

- The development of constructive working relationships within the wider community to promote the overall outcomes for looked after children.
- That staff have the skills, experience and qualifications required to meet the needs of each child or young person placed in the home and provide continuity of care.
- To lead and manage the home in a way that is aspirational, inspiring both children and young people and the staff who work there.
- To produce monitoring reports, statistical data and evaluation as required and in keeping with organisational policies and procedures and within agreed deadlines.
- That the principles of equality and diversity are embedded in the culture of the home.
- That each child or young person has individual care and care planning which is tailored to their specific needs and requirements as laid out in their relevant plans.
- To maintain professional relationships with the team around the child, multi-agency partnerships and where appropriate parents, families and other stakeholders.

#### • **Specific Duties**

##### **Service Delivery:**

- Ensure that the homes ethos is embedded in the service and that service users are fully involved in the day-to-day running of the service.
- Ensure that the service meets the needs of service users from a diverse range of backgrounds in line with legislation, policy and best practice standards.
- Take responsibility for the management of safeguarding children and young people, risk and service governance.
- Ensure that children and young people have access to services which meet their health, education, social, psychological and emotional needs and well-being.
- Ensure that the service and its programmes are planned and delivered to meet the needs of all children and young people.
- Monitor appropriate outcomes and progress for children and young people.
- Ensure that a social inclusion focus is embedded within services.
- Take part in on-call arrangements if required.

##### **People Management:**

- Responsible for the regular supervision of the staff team and others as required.
- Ensuring that all staff have access to practice based consultation within their own area of service delivery as well as management supervision, reviewing and monitoring standards, caseloads and practice development.
- Responsible for recruitment of staff in line with organisational policy and procedure.
- Coach and support development of the staff team in line with their statutory training requirements and continuous professional development (CPD).
- Responsible for staffing structures and rotas in addition to planning and prioritising key areas of work.
- Responsible for providing short basic instruction/training sessions/briefings to the staff team in areas of best practice.
- Ensure staff are properly inducted and briefed on how to work with children and young people's care planning systems and any programmes for care.
- Responsible for ensuring effective team building within and promoting a constructive spirit of co-operation within staff teams
- Pro-actively manage sickness absence in line with organisational policy and procedure.

##### **Resource Management:**

- To share responsibility for the maintenance of physical assets located at the home.
- To share responsibility for the health and safety of the premises and furnishing of the home.

- To deputise the registered manager in budget management across the service, ensuring expenditure is contained within the income that is available within the financial year.
- Ensuring central ICT policies and procedures are adhered to by staff and children and young people.
- To co-ordinate and monitor the administrative functions of the home and evaluate standards of performance.

**Business Development:**

To support the registered manager in:

- Contract management and placements with the relevant commissioners.
- Ensuring that an Annual Development Plan is reflected within the service business plans.
- The delivery and development of services in accordance with any service agreement between external agencies and the organisation.
- Identifying and managing opportunities for growth.
- Expanding existing businesses and identifying and/or developing new business opportunities.

**Quality and Service Development**

- Ensure that Quality Monitoring and Health & Safety assessments are conducted and action plans implemented.
- Ensure effective risk assessment/personal safety procedures are in place to protect staff and service users in accordance with organisational policies and procedures and keep under regular review.
- Monitor ongoing quality of service provision including people and environmental risk management.
- Manage, record and coordinate responses to complaints in line with organisational policy and timescales.
- Effectively demonstrate service compliance with the Children’s Homes Regulations and Quality Standards 2015 and the Single Social Care Inspection Framework (SSCIF)
- Promote and maintain a culture of continuous service improvement.
- Maintain effective monitoring systems to ensure the home is ready for Ofsted Inspection and seek to develop good working relationships with the homes Ofsted Inspector.
- Ensure the Quality of Care Report (Regulation 45) is submitted to Ofsted twice yearly and that the monthly Regulation 44 visits are carried out by an Independent person.

<b>Person Specification</b>
<b>Qualifications and Education</b>
<ul style="list-style-type: none"> <li>• Level 5 Diploma in Leadership for Health and Social Care and Children and Young People’s Services; or equivalent; or a preparedness to work towards the same.</li> <li>• Demonstrate commitment to continuing professional development.</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• 2 years’ experience working with children in the last 5 years and at least 1 year at senior level.</li> <li>• Supervision or management experience (desirable).</li> <li>• Working with children, young people and their families.</li> <li>• Work in a residential setting.</li> <li>• Inter-agency work.</li> </ul>
<b>Knowledge and Understanding</b>
<ul style="list-style-type: none"> <li>• Children’s Home Regulations and Quality Standards 2015, Single Social Care Inspection Framework (SSCIF), Children Act 1989, Children and Families Act 2014, Care Standards Act 2000, Children Act 2004,</li> </ul>

Working Together to Safeguard Children 2015, Health and Safety at work and associated guidance and regulation.

- Policies and procedures pertaining to running a residential children's home.
- Child protection, safeguarding children, impact of abuse and neglect, education and health needs of looked after children, equality and diversity and children's rights.
- Care and placement planning, risk and review processes.
- Understanding of the education, health, social, emotional and psychological needs of looked after children and young people and how to ensure these needs are met.

#### **Skill and Abilities**

- Ability to lead and inspire a staff team, take responsibility for staff team training and development, supervision, rosters ensuring continuity of care for each child or young person.
- Able to manage stress and difficult dynamics and demonstrate emotional resilience.
- Capable of performing a wide variety of administrative tasks consistent with the day-to-day management of a children's home.
- Prioritise and organise workload in a manner that maintains and promotes quality, evaluating the quality of own and others' work and raises any quality issues and related risks to the relevant person.
- To be 'fit' to manage a children's home as outlined in the requirements for registration as a manager.
- Ability to sustain and work through placement issues to prevent placement breakdowns.
- Ability to monitor the service for quality of care and in line with the requirements of Ofsted inspection.
- Ability to develop constructive working relationships with the wider community and multi-agency teams.

#### **Equality and Diversity**

- Promote equality and value diversity by interpreting equality, diversity and rights in accordance with legislation, policies and procedures and relevant standards.
- Identify patterns of discrimination and take actions to overcome this and enable others to promote quality and diversity and a non-discriminatory culture that supports people in exercising their rights.