

Job Description

Job title: Registered Manager- Children's Residential Home

Accountable to: Head of Tier 3.5 services

Hours: Full time- 37.5 hours per week

Salary: £40,000-£45,000 per annum

Great Minds Together are a not-for-profit community interest company that provides bespoke wraparound support services and intervention for children, young people, and families who have special educational needs and disabilities and/or social, emotional, and mental health needs at early intervention and outreach level as well as Tier 4 prevention level (Tier 3.5). Our ethos as an organisation is to provide better outcomes for children, young people, and their families. We are a Trauma Informed Organisation.

We are looking for individuals who have a passion for working with children, young people, and their families. You will have the resilience to continue to work with children & young people with either/or special educational needs, disabilities social/emotional, and mental health needs who may present with challenging behaviour as a result of previously unmet needs. You will strive to achieve good outcomes and support both the young person and their families with any concerns they may have, as well as having knowledge and experience in upskilling professionals and families/carers that support the young person, on how to best understand and meet their needs. We work alongside other professionals and agencies towards our shared vision to achieve a better quality of life for children, young people, and their families that fall between the gaps in our system.

Role

To be responsible for effective day-to-day running of the residential home, to be responsible for a team of staff, as well as undertake direct work with children in the residential home when necessary. To be responsible for all aspects of the residential premises.

Main Duties and Responsibilities

- To ensure that the young people's needs are recognised and met. This includes ensuring that they are free from discrimination within the home and to challenge discrimination from outside the home.
- To protect the young people from harm in and outside the home.
- To manage the home in compliance with OFSTED, and where appropriate CQC legislation, and the ethos and policies of the organisation.
- To provide leadership, guidance, and management of the staff team.
- To oversee and participate in the development, implementation, and monitoring of the individual young people's care plans.
- To work closely with Human Resources and support with the employee lifecycle for your team and to be involved in the safe recruitment of staff.
- To ensure that staff complete all mandatory training and work closely with Learning and Development to upskill staff.
- To be involved in the monitoring and where necessary the disciplinary of staff.
- To develop and maintain good working relationships with parents, social workers, schools and other professionals concerned with the welfare of the young people.
- To use the home as a model to support and develop the social skills of the young people.
- To ensure that the home provides an environment that is safe and sensitive to the needs of young people being looked after.
- To maintain a good understanding of child protection and safeguarding procedures.
- To maintain good communication systems, including handovers, staff meetings, logbooks and regular meetings with the Heads/Directors.

- To fully participate in the organisation quality assurance systems providing regular reports and updates to the Heads/Directors.
- To attend meetings and training as required.
- To share the responsibility for creating a pleasant working environment.
- To be flexible in hours of work in order to meet tasks required.
- To undertake any other duties that may be reasonably requested by your line manager or any of the Heads/Directors.
- To be concerned for the welfare of the staff offering support at times of stress, praising work completed and monitoring performance including sickness absence.
- Maintain personal and professional development

The above is not an exhaustive list of duties and you will be expected to perform different tasks as required.

Skills and Qualifications

- Level 5 Diploma in Leadership and Management for Residential Childcare (or equivalent).
- Level 3 Diploma for Residential Childcare (or equivalent qualification).
- Willingness to complete OFSTED Registration
- Ability to ensure that the home is compliant in relation to Ofsted (and where appropriate CQC) inspections and be able to demonstrate the effectiveness of our approach in relation to overall outcomes for the children living in the home
- To ensure the home is providing a therapeutic, healthy, and caring environment to an exceptional standard exceeding Ofsted's Quality Standards and Children's Homes (England) Regulations
- Full UK Driving Licence

Experience

- Minimum of 5 years' experience in a position relevant to the residential care of children
- Minimum of at least 2 years in a role supervising and managing staff
- A commitment to delivering high-quality care
- Have attention to detail ensuring correct information is recorded in all paperwork, keeping this up to date and organised for the manager's review
- Have resilience, motivation and determination
- An ability to adapt to challenging and changing situations

Expectations

To always work in line with the values of Great Minds Together, ensuring that the standard of support provided to families is the best it can be, that all staff operate in an understanding and non-judgemental way. To ensure that all documentation and correspondence produced by the staff at Great Minds Together is of the highest standard, and relationships with professionals are positive and balanced even where there may be need to professionally challenge.

Additional Duties

Due to the nature of the work of Great Minds Together, tasks and responsibilities are, in many circumstances, unpredictable and varied and may include weekend and evening working. All staff are, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description must be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work, and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

Qualifications & Experience	Essential / Desirable	How assessed (Application, Interview, Task)
A good understanding of the English language in both a spoken and written capacity	E	A,I,T
Experience in supporting others, either in a professional or personal capacity.	E	A,I
Understanding of safeguarding and child protection.	E	A,I

Skills	Essential / Desirable	How assessed (Application, Interview, Task)
To use technology to a good standard. IT literate.	E	A,I
Good command of English both spoken and written.	E	A,I,T
Ability to show empathy and understanding	E	A,I,T
Ability to negotiate with a joint solution in mind	E	A,I,T
Can do attitude, solution focused	E	A,I,T
Listening skills	E	A,I,T
Good communication skills	E	A,I,T
Adaptable and flexible	E	A,I,T
Non-judgemental, person-centred approach	E	A,I,T
Desire to further own knowledge and skills	E	A,I,T
Open minded, ability to think outside the box	E	A,I,T
The ability to reflect on own practice, undertake training advice and constructive feedback	E	A,I,T

Knowledge	Essential / Desirable	How assessed (Application, Interview, Task)
A basic understanding of SEND SEMH or awareness of the issues faced by children, young people and their families	E	A,I,T
How to achieve solutions through joint working	E	A,I,T
Good knowledge of local and national services and community agencies who can assist families and young people	D	A,I,T
Other	Essential / Desirable	How assessed (Application, Interview, Task)
A UK driving license and access to a car with business insurance.	E	A
Willingness to travel to our Head office in Stockport when necessary and for training purposes at times.	E	A