



## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

**DEPARTMENT** Children's Services **POSTHOLDER**

**SECTION** Permanence Service **GRADE P08**

#### **POST DESIGNATION: Children's Home Registered Manager**

##### Role:

In accordance with our Statement of Purpose, to lead and continuously improve the quality and effectiveness of the staff at the Children's Home, ensuring the development of services, both at the home and wider Permanence Service, including other provisions, which improve outcomes for young people. To place children and their needs at the heart of what you do, and promote the engagement of young people in planning, delivering and improving the service. To inspire and lead a culture in the home and wider service which helps children aspire to fulfil their potential and safeguards and promotes their welfare, in accordance with the Quality Standards and Regulations.

##### Main Duties:

##### **Broadwalk**

- 1) To take responsibility for all aspects of the operation of the home under the direction of the Responsible Individual by providing overall leadership and management and by undertaking direct work to ensure the delivery of high quality physical and emotional care in a safe, clean and comfortable environment
- 2) To fulfil the requirements of the 'Registered Manager' role as set out in the Children's Home Regulations and Quality Standards
- 3) To deliver an effective workforce strategy for the home, recruiting, training, developing and managing staff to ensure 24/7 cover and provide a competent and efficient workforce. To manage a team of up to 15 staff and ensure they receive regular, high-quality supervision
- 4) To manage and allocate resources, including budgets, staff, equipment, vehicles and petty cash
- 5) To provide managerial cover to the home, shared with the Deputy Manager, for sleeping in / being on call outside of normal working hours
- 6) To work closely with the wider Permanence Service in the development and delivery of packages to support young people living in the home and to challenge other professionals, internally and externally, on the services offered to young people living at the home
- 7) To take immediate management action when the welfare or safety of the young people is at risk
- 8) To attend meetings, court hearings, panels and other forums in co-operation with the Deputy Manager

- 9) To be directly accountable for ensuring that the home operates in full accordance with national and local requirements and that safeguarding procedures are properly implemented, ensuring compliance with formal inspection and audit systems, and support the effective inspection of services by regulatory bodies and external inspectors (OFSTED)
- 10) To ensure that the routine and ethos of the home is compatible with the young people's needs, ages and circumstances and that it provides continuity, boundaries, security and a stable base for the children
- 11) To promote positive relationships with children's families and friends, which may include outreach, ensuring that they are made welcome to the home and have the opportunity to contribute to the work of the home, its routine and practices
- 12) To ensure the promotion of educational activities and to liaise closely with schools and the Virtual School ensuring that young people are supported through staff attendance at parent's evenings and other events. To ensure that children are afforded the full range of social and educational activities compatible with their ages, interests and abilities at school and in the wider community
- 13) To ensure that young people are registered with GPs and Dentists and that full use is made of the range of health provision including relationships with CAMHS, making sure that young people are educated into healthy lifestyles and diets compatible with age, gender, religion and ethnicity
- 14) To arrange holidays and trips away from the home for the young people, ensuring that health and safety requirements are met with sufficient safeguards in place
- 15) To apply professional judgement and appropriate assessment of risk in responding to and deciding on the appropriateness of placements and referrals, taking into account the impact any placement will have on the existing children
- 16) To ensure that complaints are dealt with in accordance with procedures and that young people have the opportunity to speak and meet with their social workers and other appropriate professionals, such as advocates
- 17) To ensure that young people's records are kept up to date and retained in accordance with departmental and regulatory requirements with all appropriate information stored and confidentiality maintained
- 18) To innovate new practices to support young people which will contribute to the prevention of family breakdown once the young people have returned home or left care
- 19) To develop and deliver any 'Staying Close' initiatives through strategic innovation for the Offer for residential Care Leavers, including the potential to manage further residential provision and other innovation
- 20) To provide regular briefings and reports on the quality and performance of the team(s) / home(s) to Group Leaders and senior managers

### **Contact Service**

- 21) To line manage and supervise staff of the Contact Service where applicable

### **General**

- 22) To contribute to developing and routinely carrying out quality assurance activities with respect to performance, professional practice and decision making in the team(s) and wider Permanence service, ensuring this development positively promotes equality and continuous improvement

- 23)To work as a member of Children's Services management team and contribute to the overall development of operational services and the promotion of high standards of practice
- 24)To undertake employee investigations and appeals in line with RBG's policies and procedures.
- 25)To ensure that an equal opportunities and anti-discriminatory perspective informs all aspects of the work and that the Council's Equal Opportunities policy is promoted and adhered to.
- 26)To undertake other tasks as may be required within the remit and grading of the post.

Designation of the Post to which the Post-Holder normally reports to: Service Leader / Responsible Individual