


GLPC Job Description

	Job Title	Registered Manager
	Directorate	Children and Young People
	Department	LAC and Permanency
	Grade	PO7
	Reports to	Director Integration and Improved Outcomes (Responsible Individual)
	Staffing Responsibility	Deputy Manager x 1, Residential Support Staff (inclusive of night staff) x 14 Business Support Officer x 1

Job Purpose:

- **Efficient and Effective Management:** To manage the home efficiently and effectively, creating a safe and task-focused environment for the children and young people in care that meets the Ofsted minimum standard.
- **Ofsted Registration and Legal Responsibility:** To register and maintain registration with Ofsted as a children and young people's home manager and be legally responsible for the day-to-day management of a registered children's home.
- **High-Quality Care and Support:** To lead residential support staff in providing high-quality care, family support, and services for children in alignment with the home's Statement of Purpose, Resident's Guide, Locality Assessment, Risk Assessment, and other home documents.
- **Safeguarding and Consistency:** To oversee actions for safeguarding children and ensure consistency in practice and decision-making across residential care provision, including participating in an out-of-hours duty system.
- **Development and Implementation:** To play a lead role in the ongoing development and implementation of the directorate's vision, culture, and business planning, particularly in support of families and care placements.
- **Engagement and Relationship Building:** To effectively engage with young people, their families and Children and Young People Services in the development, delivery, and ongoing monitoring of care and support packages.
- **Legal Framework Knowledge:** To have in-depth knowledge and understanding of the legal framework governing the operation of a registered children's home at local and national level, including being compliant with Regulation 28.
- **Partnerships and Financial Management:** To engage employees, develop partnerships, manage the financial budget, and maintain effective relations to enhance services provided to children and their families.

Principal Accountabilities and Responsibilities:

1. Be responsible for the day-to-day operation of the home with 24-hour care responsibility. this will include working flexibly and positively to achieve the objectives of the council.
2. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
3. Ensure that the location of the home is suitable and implement practices to ensure that it remains suitable.
4. Set and maintain satisfactory standards within the home that are in compliance with Ofsted regulations, the Care Quality Standards, Regulation 44 reports and other relevant legislation.
5. Implement and enforce all relevant policies and procedures to a high standard.
6. Serve as the Information Governance Lead for the home.
7. Create a supportive and safe environment for children and young people in which they have independence, choice and dignity.
8. Ensure children and young people are supported in their education and their progress is monitored.
9. Collaborate with partners, colleagues and other relevant stakeholders to safeguard and support the well-being of children and young people including mental health by having access to advice, services and support required to lead a healthy lifestyle and are protected from harm (including neglect, abuse, sexual exploitation, accidents, self-harm, bullying and radicalisation) and enabled to keep themselves safe.
10. Enable children and young people to have access to a range of experiences and activities that meet their needs and develop and reflect their creative, cultural, intellectual, physical and social interests and skills.
11. Promote customer-oriented care and research-based practices.
12. Lead and manage care delivery to ensure monitoring of care delivery that meets service user's needs and up-to-date care plans.
13. Ensure that staff meet each child's behavioural and emotional needs, as set out in the child's relevant plans, help each child to develop socially aware behaviour and encourage each child to take responsibility for their behaviour, in accordance with the child's age and understanding.
14. Manage placement decisions and foster an open culture.
15. Ensure that staff develop positive relationships with children and engage with them appropriately; taking account of their views, wishes and feelings in matters relating to their care, welfare and lives.
16. Efficiently manage staffing and operational resources and maintain high occupancy.
17. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
18. Implement a comprehensive staff induction process and ensure that staff are up to date with essential and mandatory training.
19. Lead and manage staff to provide high-quality care in a safe environment, support continuous professional development for staff.
20. Commit to continuous personal professional development.
21. Conduct regular staff supervision and reviews, address under-performance and develop a culture of continuous quality improvement.
22. Participate in recruitment, retention of staff and manage staff performance, rotas, leave requests, and other duties expected of a Registered Manager, under the

Council's and Regulation 32 requirements.

23. Implement quality assurance initiatives and conduct audits to maintain high standards.
24. Handle complaints and suggestions in a timely manner in line with council policy and procedures.
25. Identify and address care-related risks.
26. Engaging with children, teams, the wider community and appropriate stakeholders to make decisions and to offer appropriate challenge to improve service delivery, recognising the importance of continuous improvement.
27. Ensure records are completed accurately, securely, confidentiality and in a timely manner in-line with the legislation, regulation and council policy and procedures.
28. Report serious incidents in line with council policy and procedures and ensure compliance with all relevant legislation, regulations including Regulation 40 in a timely manner.
29. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
30. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
31. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
32. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Yes Enhanced
Politically Restricted	No

Person Specification

	To be identified by: Application Form(A) Test/assessment (T) Interview (I)
Qualifications and Professional Membership requirements: By the relevant date as outlined in Regulation 28: <ul style="list-style-type: none"> Attained Level 5 Diploma in Leadership and Management for Residential Childcare, or a qualification which is equivalent to the Level 5 Diploma. Registered as a children's home manager with OFSTED or obtained this within required timeframe. 	A A
Knowledge (all essential criteria): <ul style="list-style-type: none"> Demonstrable strong knowledge of: The Children's Home (England) Regulations 2015, Quality Care Standards, Looked After Regulations, Children Act 1989, Ofsted regulations, Annex A, SCCIF other relevant legislation, and regulatory inspection requirements. Demonstrable knowledge of budget management. 	A,I A,I
Experience (all essential criteria): <ul style="list-style-type: none"> 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 that is which consists solely or mainly of providing care for children. Experience of successfully responding to Regulatory requirements within the required timeframe and that meets the quality standard. Excellent organisational and planning skills. Experience of dealing with confidential & sensitive data. Experience of establishing and maintaining effective relationships with a wide range of individuals and organisations. Experience of different administrative and financial processes and practice. Experience of managing difficult conversations. Experience of managing staff to achieve high performance and effective operational delivery, including developing and improving staff capability. Evidence of successful collaborative working with a range of internal and external agencies and stakeholders, Able to analyse complex data and demonstrate attention to detail. Proven ability to work on initiative & with minimum direct 	A A A,I A,I A,I A,I A,I A,I A,I A,I A,I A,I

supervision in a busy environment.	
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<p>Skills and abilities (all essential criteria):</p> <ul style="list-style-type: none"> • The ability to plan, organise, prioritise and manage workload • Demonstrate good organisational skills and an ability for self-management and motivation, initiative and flexibility. • Good stakeholder management skills, ability to multi-task. • Good level of proficiency in Microsoft Office in particular MS Word and Excel with a high level of numeracy and literacy skills. • Good level of proficiency using case management systems such as Mosaic. • Ability to recognise potential and actual abuse (of any kind to a child) and respond effectively in line with legislation, regulations and Council policy and procedures. • When required, to work as part of the rota to ensure adequate staffing levels are always maintained including weekends and outside of normal working hours • Ability to work, communicate and influence stakeholders to provide positive outcomes for children using the service, including establishing links with other agencies and represent the department at outside forums. • Good Communication, written and verbal skills. • The ability to respond positively to changing demands as a result of changing legislation or working practice. • To be customer-focused with excellent negotiation and influencing skills. • Good communication skills, able to grasp technical concepts and have confidence to articulate these clearly to a range of stakeholders in writing and face to face. 	<p>A,I A,I A,I A,I A,I A,I A,I A,I A,I A,I A,I A,I</p>
<p>List desirable criteria:</p> <ul style="list-style-type: none"> • A recognised social work qualification or a professional qualification relevant to working with children. • Training on Signs of Safety or similar. • Some knowledge of the procurement process, ideally in a public sector environment. Where candidates can demonstrate knowledge of private sector procurement, they must show some awareness of public procurement, including relevant legislation, and a willingness and aptitude to become expert in this. 	<p>A,I A,I A,I</p>