 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			712703
Job Title	Residential Children's Homes Manager		
Service	Children's Services – Social Care and Early Help	Team	Children's Residential Homes
Location	Children's Home based		
Reports to	Corporate Parenting Service Manager		
Responsible for	2 x Assistant Head of Home - New LG Grade 8 (inc 2 SCPs for Unsocial Hrs) Ofsted Registration of 2 homes – 29 staff in total		
Grade	Type of position:		Date
Grade 11	Permanent/ Full Time		May 2023
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<u>Service Purpose</u>			
<p><u>Vision</u></p> <p>WBC's aim is to enable our most vulnerable children and young people in care to live close to the things they hold dear – close to family, friends, community, and those who care for them most. This service comprises a Multi-Building children's home including a 4 bed Emotional Behaviour Disorder/Difficulties (EBD) home and up to 2 smaller Complex homes. These homes will enable more children with complex needs to remain in or return to Wokingham and to avoid the use of unregistered placements or children living away from their communities and networks.</p> <p><u>Social Care and Early Help Service Purpose</u></p> <ul style="list-style-type: none"> Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member. Provision of high quality and effective services to children, young people and families. Provision of effective and high-quality safeguarding services for children and young people at risk of harm. Delivery of high-quality support and challenge to schools, recognising the council's enduring responsibility to promote the best outcomes possible for its children and students. 			

- Assurance that the council is effective, ambitious, and successful as a Corporate Parent to the children and young people in its care.
- Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes.
- Delivery of effective and efficient services offering good value for money.

Purpose of the role

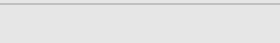
- To lead and be responsible for the effective management of the residential homes, and the provision of a professional, child centred service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures.
- The role will oversee the management of 2 children's homes and the services provided to them in each Unit. This will include registration as the 'Homes Manager' for Ofsted purposes.
- To manage and oversee the £1.4M annual budget of both children's homes.
- To ensure that services are delivered in partnership with all key stakeholders so that children's assessed needs are met on a planned, holistic basis within a family setting whenever this is consistent with their best interests.
- To deal with complex issues effectively in order to develop a responsive and effective service for users, delivered within designated budgets.
- To develop specialist knowledge in the field for which the post carries management responsibility, acting as a resource and source of excellence to both peers and more senior colleagues.
- Embedding, training, and implementing the chosen therapeutic practice model approach into every aspect of the homes' management.
- Work closely with the other Corporate Parenting teams to develop and maintain the best possible placement options to keep children and young people safe, happy and close to Wokingham where possible.

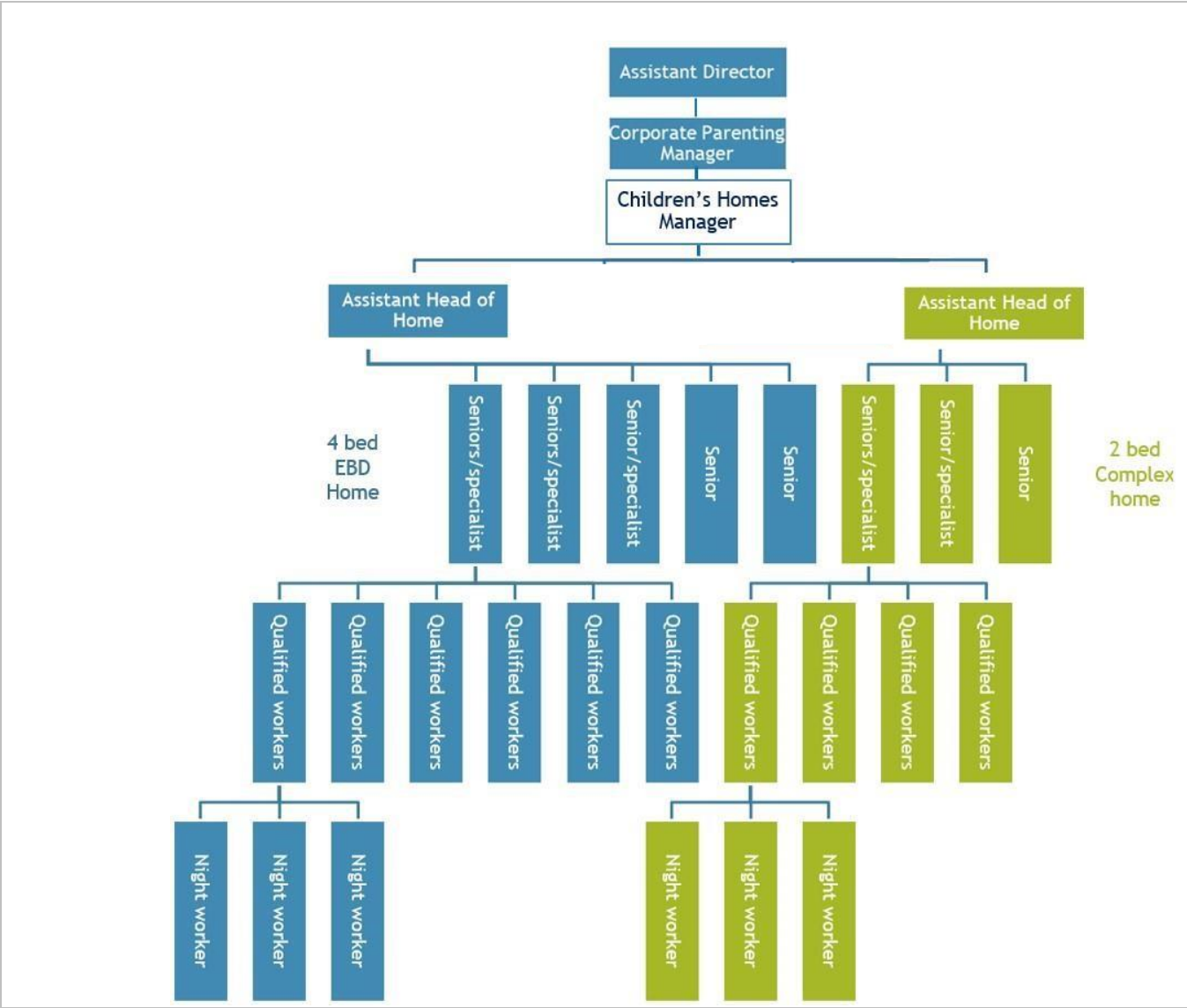
Main Accountabilities

1	Manage, lead and oversee the Residential Children's Homes. To coach and guide the team to deliver effective and efficient services, within legislative and regulatory frameworks.
2	Responsible for timely responses to referrals and appropriate matching to other young people who are residents in the homes.

3	Ensure that the service meets its statutory responsibility and is compliant with the Children's Homes Regulations (2015) England and to fulfil the obligations set out in the National Minimum Standards for Children's Homes 2002.
4	Aim to exceed expectations at Inspection and Regulation 44 visits in terms of delivering positive outcomes for young people. This includes updating and maintaining the Statement of Purpose, relevant policies, procedures, and guidelines and keeping up to date with changes and best practice.
5	Management lead on all safeguarding aspects in both Homes and ensure that all staff are aware of their responsibilities in safeguarding these young people.
6	Recruit, maintain and develop a professional team that performs to the highest standards. Ensuring effective supervision, staff development and training, in accordance with personnel and health and safety policies and the Children's Homes Regulations (2015) England.
7	To take immediate management action when the welfare or safety of children or young people is at risk including partnership working with local multi-agency partners, ensuring an open culture in which children feel that they can raise issues and complaints and that they will be listened to.
8	To develop and maintain effective working relationships with local services, partner agencies and the community, e.g., teachers, doctors, psychiatrists, health visitors, police officers, requiring the capacity to advice and influence as appropriate.
9	To provide information, including written reports, to ensure effective service delivery and to influence strategy development
10	To provide a responsive service to emergency situations ensuring the safety and wellbeing of the child, and being available for discussion, advice and decision making.
11	To lead on the development, implementation and continued review of the service strategic and operational plans, policies and procedures for the ongoing delivery and development of provision and ensure compliance with formal inspection and audit systems, and to support the effective inspection of services by regulatory bodies and external inspectors.

12	To ensure that an equal opportunities and anti-discriminatory perspective informs all aspects of the work of the homes, to support children with their identity, connections to their networks and communities, and that the Council's Equal Opportunities policy is promoted and adhered to. Ensuring that the home or homes function in such a manner that staff and children understand, recognise and celebrate the diversity of cultures and beliefs of the children and within the local and wider community.	
13	To undertake other tasks as may be required within the remit and grading of the post.	
Supervision Received		Formal monthly supervision with the Corporate Parenting Manager and regular dialogue with the Responsible Individual for the homes.
Supervision Given		<p>To act as line manager for the (2) Assistant Heads of Home staff.</p> <p>To offer formal monthly supervision, regular informal supervision, and accurate electronic system management oversight.</p> <p>This includes being responsible for the appointment and deployment of staff, agreeing staff leave, ensuring necessary duty cover as well as the management of issues of poor performance.</p> <p>To ensure that staff managed establish and maintain appropriate professional boundaries with colleagues and service users.</p>
		<p>To promote a culture for staff, care within the context of health and safety legislation, policy, and guidance, ensuring that robust risk assessments are carried out and implemented within all areas of practice.</p> <p>Leadership of a Team with 26 members of staff over 2 homes.</p>

Contacts & Working Relationships	<p>Seeking advice from and keeping the local Ofsted Inspector and Reg 44 visitor aware of any changes, incidents, or developments. Working openly with Quality Assurance to ensure good safeguarding standards and high-quality information recording are maintained.</p> <p>Integrated working with Corporate Parenting colleagues from Here 4 U, COMPASS and fostering to provide respite, placements support and easier transition/step down for children and young people.</p> <p>Regular communication with Strategic Commissioning around current and future need. Attending resource and placement meetings to add experience around residential care and to plan good occupancy levels in the homes.</p> <p>Forming good working relationships with health, education, YOT and neighbourhood police colleagues to ensure we are meeting the needs of the children and keeping them as safe as possible.</p>
Management of resources or budget	<p>An annual budget of £1.4M per year of which £95k is non-staff related.</p> <p>To ensure that premises are maintained in accordance with all relevant Health and Safety legislation, also that the fabric and appearance of the building is maintained to promote a positive image of the council. This includes all procurement and expenditure and meets all budget requirements.</p>
Special Factors	<p>Will be required to travel to visit children and young people placed in other provision within and outside the borough as part of new placement matching process.</p> <p>Will be required to be the expert on residential children's care and offer a view to colleagues on all WBC residential placements.</p> <p>Will be required to be on call as part of a duty rota.</p> <p>Will be required to work unsociable hours as part of a management rota when required.</p>
	<p style="text-align: center;"><u>Organisation Chart</u></p>



Person Specification		
Qualifications	Essential	Desirable
	Professional qualification in (recognised and current) Level 5 Leadership and Management in Residential Childcare, or equivalent	Full UK Driving Licence

	3 years as a manager in a children's residential setting	
Technical Skills.	Essential	Desirable

	High level leadership and performance skills and the ability to direct a team to meet service needs.	
	Takes ownership of their responsibilities, meets deadlines and understands accountabilities of whole service.	
	Ability to transfer a variety of legislation relating to care, health needs, health and safety into process, guidance and policy to ensure the service is compliant at all times.	
	Proficient ICT skills for complex report writing and management information purposes.	
	Excellent budget management skills.	
Knowledge	Essential	Desirable

	Proven ability to ensure that services are delivered to the highest achievable professional standards, that quality standards are identified and measured, and that remedial action is undertaken where necessary.	
	Knowledge of Children Act 1989 & CH regulations & good standards of practice.	
	Excellent understanding of both 'strengths based' and 'outcomes focused' work, with a demonstrable knowledge of appropriate and effective evidence-based problemsolving interventions with children, young people and families, and the skills to support staff in developing these where needed.	

	Problem solving skills and ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour.	
	Proven ability in the effective use of care assessment frameworks and tools to produce appropriate, sound, evidence-based care paperwork, identifying strengths and risk, and use these to produce outcomesfocused, individualised care plans that are reviewed and updated appropriately, and a clear understanding of how to support staff to do so too.	

	Proven ability to work autonomously and to use the authority of the role appropriately.	
Experience	Essential	Desirable
	Substantial experience of residential care at a managerial level, work with children and their families, demonstrating a clear understanding of the legislative requirements and range of issues that impact on children and young people's lives.	
	Demonstrable experience of working effectively with children, parents, colleagues, and partner agencies to develop and implement service improvements based upon an analysis and assessment of need and risks.	
	Experience of managing high risk individuals and ability to assess, respond and support staff in dealing with complex and high risk / high emotion contexts.	
	Experience of managing staff with different backgrounds and skills, supporting their development and effective supervision.	
Other	Essential	Desirable
	Will be required to work in stressful situations, manage own stress & that of others.	

	Will be required to be on call as requested.	
	Will be required to work unsociable hours.	
Completed by:	Nathan Whitley	Date: 05/05/2023