



## **JOB DESCRIPTION**

|                              |   |
|------------------------------|---|
| Job Title:                   | Registered Manager Children's Home – Chadersley     |
| Additional Responsibilities: | Member of the SMT & Parent Governor                 |
| Hours:                       | Full Time, day shift (37.5 hours per week)          |
| Job Type:                    | Permanent   |
| Responsible to:              | Chief Executive Officer                             |
| Home size:                   | 5 bedroom home                                      |
| Notice Period:               | 3 months (following successful probationary period) |

## **WHO WE ARE**

Talbot House Trust champions children and young people, putting the care, wellbeing and education of children first. As a children's charity, with a school and a children's home, we exist to ensure that we improve the lives of the children and young people we work with, and in turn have a positive effect on their wider relationships. We have the independence and flexibility to tailor innovative solutions to the needs of children. The charity has been in operation since 1974, our home has 5 beds for children and young people residing at Chadersley Children's Home who are aged 7 to 18 with social, emotional and mental health considerations.

## **THE HOME**

We offer as near to a "family" environment as some children can cope with. We have high expectations for the social relationships of the children and young people who have separate interests but come together as a group. We arrange regular "family" days and nights out and all of the children and staff enjoy two activity led weekly UK holidays per year.

Recent family outings include trips to the Farne Islands, beach games, National Trust visits, day trips to other cities and locations around the UK. Our recent holidays were weekly stays in the Lake District, North Yorkshire and Scotland. We encourage independent and group hobbies as well as our general "family" activities.

We have two living areas, one is a separate lounge area and the other is part of a newly refurbished kitchen, dining and living area. Our home has excellent standards of accommodation, so that children and young people can thrive and enjoy their experience at Chadersley.

## **HISTORY**

Talbot House Trust was created by individuals in the city of Newcastle, initially to enable them to give back to a community they felt passionately about. They wanted to influence outcomes for young boys who were disaffected by educational experiences and on the periphery of society. During our existence, we have operated as a residential school offering boarding from Monday to Friday, a day school and respite provider offering weekend activities. We receive our funding from local authorities across the country who pay for social care and education. The majority of our young people come from the Northeast region, although we have excellent relationships with other regions too. We do not take emergency placements. We match our new prospective placements with our current residents. Long-term placements are our preference, enabling true therapeutic intervention and a chance to really make a difference in a developing life.



## **RELATIONSHIPS**

Reports to: Chief Executive Officer (CEO) / Responsible Individual (RI)

Important internal relationships:

- The Head of Development.
- The Board of Trustees. Reporting to the board of trustees at board meetings in their capacity as part of the SMT.
- The Senior Management Team (SMT). The SMT are made up of the CEO, the Head of Development (and Deputy CEO) and the Head Teacher. The Registered Manager will form part of the SMT.
- Residential Team including the Deputy Registered Manager, Senior Residential Childcare Workers (SRCW), and Residential Childcare Workers (full time, part-time and bank staff).
- Education provider including our school when applicable.
- Successful applicant will be subject to 'registered managers' process and interviews with Ofsted.
- Act as parent governor on our board of governors within school.

Important external relationships:

- Children in care, their parents / carers, wider family and friends.
- Other professionals and agencies particularly health, education, social workers, LADO and the police.
- Neighbours and local residents.
- Provider groups in the region.

## **MAIN PURPOSE OF THE JOB**

To act as Ofsted Registered Manager to deliver services which are fully compliant with legislative and regulatory requirements particularly The Children's Homes Regulations and Quality Standards 2015.

The Registered Manager is responsible for:

- The effective development and delivery of high-quality residential services to children, young people and their families which improve outcomes.
- Leading, managing and inspiring a staff team, ensuring that team members work effectively with children, young people, families and all internal and partner agency staff.
- Carrying out all statutory duties as determined, principally in relevant childcare legislation, children's homes regulations and standards.
- Ensuring all services are planned and delivered in a way that maximises participation and reflects children's rights in relation to services being provided.
- Promoting best practice.

Within the overall context of:

- The Children's Homes Regulations and Quality Standards 2015.
- Children Act 2004, Care Act 2014 and other relevant legislation.
- Working Together to Safeguard Children.
- The home's Statement of Purpose.
- The Code of Conduct and relevant policies.



The Registered Manager is responsible for ensuring that all child protection policies are adhered to, and concerns are raised in accordance with these policies and will act as Safeguarding Lead for the home.

## **MAIN DUTIES**

Under the direction of the Chief Executive Officer (CEO):

- Maintain a strong understanding of the Ofsted regulations and take full responsibility for the day to day operation and management of our Ofsted regulated residential provision.
- Overall responsibility for all regulatory requirements associated with Ofsted registration and the home's Statement of Purpose and Reg. 45.
- Ensure the highest standards of emotional, social and physical care, promoting best outcomes for young people through research, development and partnership.
- Efficiently manage the day to day running of the home.
- Allocate resources and monitor performance to ensure the highest standards of emotional, social and physical care, promoting best outcomes for young people through research, development and partnership.
- Manage all aspects of the staff team and provide highly motivated, sound leadership and management to ensure staff are clear about their respective duties and responsibilities and have the support they need to carry out their roles safely.
- Maintaining the children's and young people's sensitive and personal information, such as Health Care Plans, are updated at all times, ensuring compliance with legislation, to include general data protection.
- Maintain full and accurate records, ranging from general day to day data to our young people's sensitive information, and reporting systems in accordance with legal requirements and to ensure the effective running of the home.
- Develop and maintain effective working relationships and timely communication with all external providers, agencies and internal reports.
- Work as part of a multi-disciplinary team and at all times promote and ensure equality in practice.
- Sensitively challenge and promote collaboration for educational achievement and attainment and foster a mutual responsibility for outcomes for all young people, ensuring that the educational needs of children are assessed and provided for, liaising with educational professionals and contribute to the Personal Education Plans.
- Ensure the emotional, behavioural and health needs are assessed and provided for, liaising with health and clinical professionals.
- Ensure all safeguarding risks are acted upon immediately and the relevant action taken to mitigate the risk.
- Deliver and provide a strategic overview and vision for the home, ensuring the strategy is embedded within policies, procedures, the staff induction and in general daily practice for new and existing staff.
- Proactively work towards achieving management strategies in collaboration with the SMT.
- Undertake and participate in any required training programmes.

## **FLEXIBILITY**

This is a senior management role within the organisation, as such, the nature of this position will require flexibility to meet urgent work needs as they arise. Your workload will inevitably entail working some additional hours outside normal office hours. The job description is not exhaustive. The post holder is expected to adopt a flexible attitude to the duties, which may have to be varied, after discussion, subject to the needs of the service and in keeping with the general profile of the



post. The post holder will be required to work alongside other senior managers to make important operation decisions for the organisation as a whole.

## **OTHER DUTIES**

Other duties include:

- To support Talbot House Trust's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos, values, work and aims of the home and organisation.
- Ensure the highest standards of record keeping including electronic data entry, recording and report writing to a professional standard.
- To be a strong role model for our children and young people.
- Be aware of, and comply with key policies and procedures, for example, safeguarding, health and safety, equality and diversity, security, confidentiality, data protection, reporting all concerns appropriately.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in meetings.
- Participate in training, other learning activities and performance development as required.
- The ability to travel independently to a variety of premises, sometimes at short notice, and must have full clean driving licence.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

## **NOTE**

The Trust is committed to Safeguarding Children (see full policy details on our website). This post is subject to a disclosure and barring service check under the arrangements established by DBS and continued subscription to the DBS Update Service.

To apply for the role please visit our website to download an application form at: <https://www.talbothoustrust.co.uk/jobs-at-talbot-house> alternatively please email the HR Department to request an application pack.

We can only accept a Trust application form for this role. We are not able to accept CVs for this role, if you submit a CV it will not be reviewed. Please view our safer recruitment policy.

Applicants should be aware that any relevant issues arising from their references will be addressed at interview.

## **SAFER RECRUITMENT**

Talbot House Trust is committed to safeguarding and promoting the welfare of all children and young people. All applicants must be willing to undergo safeguarding screening which is appropriate to the role. This includes Disclosure and Barring Service checks, and all applicants must provide a minimum of two reference details on their application and in all cases, applicants must provide further referee details for all establishments where they have worked with either children or vulnerable adults if short listed. Please be advised that references will be requested prior to interview.



## PERSON SPECIFICATION

**JOB TITLE:** Registered Manager

| <b>Qualifications</b>  |                              |
|--|------------------------------|
| <b>Evidence</b>  | <b>Essential / Desirable</b> |
| Completed or currently working towards completion of the Level 5 Diploma in Leadership for Health and Social Residential Child Care. | Essential                    |
| Registered Manager status or prepared to undertake within Trust timescales.  | Essential                    |

| <b>Experience</b>  |                              |
|--|------------------------------|
| <b>Evidence</b>  | <b>Essential / Desirable</b> |
| Significant knowledge and experience of Children's Homes Regulations and quality standards.  | Essential                    |
| Previous significant experience of holding a Registered Manager role delivering a good or outstanding judgement from Ofsted.   | Desirable                    |
| Minimum 2 years' experience of previous experience of managing a children's residential setting.   | Desirable                    |
| Minimum 5 years' experience of previous experience of working within a children's residential setting.   | Desirable                    |
| Experience of working with children with early childhood trauma, with complex needs. Understanding of causes of behaviour in children and behaviour management techniques. | Desirable                    |
| Significant experience of undertaking risk assessments and risk management plans.  | Essential                    |
| Working experience of engagement with health, education and therapeutic provision to promote children's welfare.   | Essential                    |

| <b>Knowledge, skills and abilities</b>   |                              |
|--|------------------------------|
| <b>Evidence</b>  | <b>Essential / Desirable</b> |
| Working knowledge of relevant Legislation, Regulations and Guidance (e.g., Children Act 2004, Care Act 2014, Children and Families Act 2014, Working Together). Knowledge of Children's Rights issues.   | Essential                    |
| <b>Managing and Leading Staff</b> <ul style="list-style-type: none"> <li>• Ability to develop, motivate and inspire your team.</li> <li>• Ability to encourage and develop your team providing honest debriefs and support.</li> <li>• Create a working culture that is open and responsive to change.</li> <li>• Promote the Trusts values to staff members, ensuring cohesion.</li> <li>• Empower staff to be the best they can be through inspiration and encouragement.</li> </ul> | Essential                    |



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|---|------------------|
| <p><b>Delivering Services</b></p> <ul style="list-style-type: none"> <li>• Ability to respond to and manage the process of all inspections including Ofsted and the Regulation 44 visits, formulating effective pre and post-inspection action plans.</li> <li>• Ability to manage the appropriate completion of all regulation documentation and notifications including the Reg. 45.</li> <li>• Experience of risk management and welfare promotion for young people and staff.</li> <li>• Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services.</li> <li>• Ability to advocate for and with children.</li> </ul>   | <p>Essential</p> |
| <p><b>Personal Effectiveness</b></p> <ul style="list-style-type: none"> <li>• Uses a range of communication styles to influence others.</li> <li>• Prepares high quality written communication and reports.</li> <li>• Applies skilful negotiation techniques to achieve win-win outcomes.</li> <li>• Demonstrates a high level of personal drive and energy that sets an example to others.</li> <li>• Demonstrates a determination to achieve challenging targets.</li> <li>• Displays a commitment to their own personal development and learning.</li> <li>• Actively promotes a culture that values equality and diversity.</li> <li>• Is flexible and adaptable to changing goals and circumstances.</li> <li>• Anticipates and responds proactively to organisational change.</li> <li>• Continuously looks for ways to improve services and develop new ways of working.</li> </ul> | <p>Essential</p> |
| <p><b>Special Requirements:</b></p> <ul style="list-style-type: none"> <li>• Satisfactory enhanced Disclosure and Barring Service certificate.</li> <li>• No smoking during working time.</li> <li>• Full manual driving licence.</li> <li>• Ability and willingness to provide emergency cover, only when absolutely necessary.</li> <li>• You will work set day shift hours, however, you may on occasion have to work longer to meet the demands of the business, meet a deadline or when attending training or a conference or in a one-off emergency situation as outlined above.</li> <li>• Ability to support and lead staff/colleagues in a stressful environment.</li> <li>• Satisfactory completion of 'registered manager' process (complete the fit person questionnaire) and interview with Ofsted to register as manager for the home.</li> </ul>                             | <p>Essential</p> |

This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of Talbot House Trust and the specific requirements of the role.

**Updated: September 2022.**