

Post Specification

Post Specification - Key Information

- **Post Title:** Registered Manager Short Breaks Home
- **Date:** June 2025
- **Post Group Number:** 2044
- **Job Family:** People Care and Development
- **Job Family Role Profile:** PCD14
- **Final Grade:** 16

To be read in conjunction with the job family role profile.

Service Area Description

This post is within the Children with Disabilities service area, supporting vulnerable young people and their families by providing registered overnight stays for their young person at one of our well equipped short breaks homes. Disabilities of our children vary in severity and their impact on family life. Caring for children with profound and multiple disabilities, complex health needs and challenging behaviour may be particularly demanding for families. The impact, particularly on the health and wellbeing of carers and siblings, is hugely variable and will strongly influence the determination of need.

This service provides parents and carers with a longer break where needed because of the care they give to their child. This may include facing issues like challenging behaviour or sleepless nights. The service also offers opportunities for the young person to access activities, social opportunities and adventures which they might not normally ordinarily be able to access.

Purpose of this Post

- To be responsible for the day to day running of the home in line with Department Policies and Procedures and the Children's Homes Regulations and Quality Standards & Regulations 2015. Also working to the Social Care Common Inspection Framework (SCCIF).
- To provide strong and effective leadership in the management and day to day operation of the home, ensuring high standards of care, safeguarding and support for young people with disabilities and/or complex needs
- Responsible for developing and delivering the homes 'Statement of Purpose'
- To ensure young people are strongly supported to be involved in their plans, their care planning and also collaborate and contribute in design of the service, activities and feedback.
- Lead and motivate the team to deliver and coordinate services in order to meet the specific needs of the individuals during their stay at the home

Key Job Specific Accountabilities

1. Manage a Short Breaks Children's Home providing evidence of high standards of care as required in accordance with relevant legislation, procedures and policies and deliver the 'statement of purpose' for the home.
2. Provide clear leadership to the staff team and support them to assess and develop support for the children and young people's care planning, demonstrating inclusivity and preparation for adulthood throughout.
3. Support a 'culture of caring' in and around the home, to include young people, staff and other stakeholders including those in the local community. Be an integral part of multi-disciplinary team to support young people to have high aspirations and reach their full potential.
4. Attend or facilitate meetings with family members, social workers, multi-disciplinary team members and other stakeholders as part of the planning for young people.

5. Be responsible for the team's training and development programme to enable them to have available all necessary skills, expertise to meet the needs of the children and young people.
6. Coordinate the audit of activity within the home including administrative, care planning and reporting.
7. To have overall responsibility for the health and safety of young people, staff and the building.
8. To model and promote good equalities practice, promote inclusion and value diversity across the service.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

Budget Responsibilities:

- Responsible for the financial operation of the home to remain in budget and contribute to the financial management systems data in line with the council's expectations.

Staff Management Responsibilities:

- Coordinate the recruitment, selection and appointment process in line with the Councils Safer Recruitment Policy.
- Lead and support staff members to promote the emotional and physical health and wellbeing of young people who stay at the home for their short breaks. Support the young people to be aspirational, create and review targets to continue to achieve.
- Provide robust induction, supervision and appraisal for staff which is reflective and offers development opportunities.
- Ensure that professional ethics and behaviour are demonstrated by staff at all times. Be a visible resource for coaching, modelling and development of the staff team. Ensure clinical practices and medication processes within the home are conducted in line with legislation.
- To coordinate specific responsibilities (coordinator roles) for the management team, overseeing Assistant Homes Manager/s.
- To develop and promote appropriate and therapeutic relationships between staff, children and families. Promote the children's involvement and participation in activities, social opportunities, designing of services and calendaring of activities. Feedback and collaboration with young people and their families is key to driving the success of the service, and fulfilment and having high ambitions for our children.
- To undertake any other duties as may be required by the management.

Other:

- Ensure the physical state of the building is maintained, is clean, safe and a welcoming environment. Ensure any repair/maintenance issues are dealt with promptly. Risk assessments are thorough and reviewed within timescales.
- ICT equipment security safety
- Codes of conduct, Regulations, Policies and Procedures of the Council
- Health and safety
- Mandatory training is delivered and all staff receive it
- Compliance with regulatory standards and responsibilities
- Full staffing of the home and appropriate delivery of the staff rota including sleep in duties/on call responsibilities

Essential Criteria

Qualifications:

Essential Qualifications

- Diploma level 5 -Children and young peoples – manager (residential).
- Or a relevant social work degree or equivalent – expectation to complete Diploma level 5 children and young people's manager (residential) within three years of appointment in line with the quality standards

- Demonstrate commitment to ongoing professional development

Desirable Qualifications

- Social work degree for children and young people
- Youth and community qualification
- RGN qualification
- Crisis intervention recognised qualification assessors award
- Other relevant management qualifications

Knowledge:

Essential Knowledge

- Ofsted inspection framework SCCIF
- Children's home regulations (2015) and additional amendments.
- Children's act 1989
- Care Quality Standards
- WFCSP safeguarding policy
- Experience in working with Children with Disabilities/SEND for at least two years, and an understanding of the impact of disabilities on young people and their families
- Awareness of research material/reports legislation around childcare/safeguarding/good practice
- Understanding of assessing individual needs and formulation of child centred care plans.
- Knowledge of the Children Act 1989 (Schedule 2, paragraph 6(1)(c)), *the Council must provide services designed to assist individuals who provide care for disabled children to continue to do so, or do so more effectively, by giving them breaks from caring.*
- Understanding of 'NICE' guidelines

Desirable Knowledge

- Knowledge of complex health needs, including epilepsy, diabetes, asthma eg
- Knowledge of attachment, autism, ADHD, ODD and similar conditions affecting a young person's behaviour
- Knowledge of de-escalation techniques and Team Teach model
- Researched based knowledge of child development and trauma informed practice

Experience:

Essential Relevant Experience

- Experience in managing a team
- Significant experience in managing others in supporting young people with additional needs
- Supporting children and young people with complex needs, health needs and challenging behaviours
- Management of staff and effective monitoring of their performance
- Effective experience of working in children's home settings

Desirable Relevant Experience

- Significant experience in a senior/managerial role working with children and young people with health and learning needs and disabilities ideally within a residential care setting

Other:

Essential other

- Ability to work flexibly at short notice to meet the needs of the service.
- Ability to resolve conflict and mediate with young people and their relevant adults.
- Knowledge of and ability to process disciplinary procedures where needed
- Ability to organise and deliver relevant training for the team.
- To pass the fit person interview to be a registered manager with the regulatory body Ofsted

Desirable other

- Demonstrate effective staff motivation and team building skills

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Children

Job Working Circumstances

- **Emotional Demands:** Emotional demands are high and frequent and can be of intense periods due to the specific needs of our young people
- **Physical Demands:** There is an expectation to engage with young people and the ability to manage challenging behaviours in a trained and non-confrontational way. Activities are key to the role and a good general level of fitness would be beneficial
- **Working Conditions:** Lone working will require diligence and good knowledge of safeguarding procedures.

Other Factors:

- Will require flexible working including evenings, weekends and to undertake sleep in residential duty
- The ability to travel across the county and outside of the county should the service require.