



Co. Reg. No: 4335980

Blackford Education (Schools) Ltd

LIBRA

Tel: 01598 740044 Fax: 01598 740076 Email: admin@libraschool.co.uk

JOB DESCRIPTION and PERSON SPECIFICATION for a Registered Manager of a Children's Home

Salary: £26k - £27k full time

LIBRA is an organisation dedicated to the care and education of young people usually aged between 5 and 18. LIBRA's main aim is to restore balance and harmony to the life of each child placed with us and to prepare the child for a future life utilising his/her abilities and talents. Each young person is housed individually with a dedicated team of care and teaching staff in individual homes in North Devon and Minehead/West Somerset areas. The majority of young people are referred by Local Authorities throughout Great Britain. Many will have come from traumatised backgrounds and will show instances of challenging behaviour.

LIBRA provides a holistic approach to care and education by assisting these young people in their transition to a fulfilling adult lifestyle. A team of residential care staff, teachers and support staff work with each child on an individual basis - the emphasis being on a family team. The team is supported by therapists and counsellors. Work of this nature can sometimes be frustrating and at times difficult. However it can also be a challenge, very stimulating and extremely rewarding.

- LIBRA is committed to ensuring that all members of its community, including young people and staff are treated fairly and equally regardless of their race, colour, gender, nationality, religious or political beliefs, ethnic or national origin, age, gender reassignment, marital status, sexual orientation, social background or disability. Appointments will be made solely on merit.
- LIBRA operates a no smoking policy.
- LIBRA is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers. This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

MAIN PURPOSE OF JOB

To manage a small children's home, to provide 24hr care, support and security to our young people and their staff for whom you are responsible, in accordance with LIBRA's policies, procedures and good practice under the direction of the Director of Care and Company Directors.

There will be some Duty Management responsibilities which will involve working 2 x 24 hour shifts starting Saturday (finishing Monday morning) occurring one weekend in four. These hours are taken into consideration when calculating your weekly working hours. This might involve some sleep in work however, if sleep in is not required you remain on call overnight.

The position is salaried and the successful candidate is expected to work a flexible rota therefore, an essential part of this role is demonstrating the knowledge and understanding of the children's needs within the home; this can only be achieved by being in the home when the children are there, eg some evenings and occasional Saturday mornings (this is not a rigid 9am – 5pm to post). This pattern may be adjusted in light of work requirements, meetings etc by Senior Management agreement.

Holiday entitlement is 6 weeks per annum. Please refer to the LIBRA Holiday Scheme for full details. There is a requirement for Managers to commit to holidays with the children. Currently, children go away together with staff for two fortnightly holidays abroad each year. Managers although not required to attend all of these holidays, do have to demonstrate a significant commitment to this arrangement.

There is a strong in-house training programme and we are committed to individual staff professional development.



There will be a 3 month probation period which may be extended if required, however if not completed successfully the position may be terminated. Depending on the number of young people in the home the manager may be asked to work as required on the rota. This will be discussed if applicable at the interview stage.

RESPONSIBILITIES

Administrative Responsibilities

- To ensure that all administration in the unit is completed by the due dates according to Libra's Policies and Procedures
- To ensure that all the administrative procedures required by OFSTED are completed by the due dates
- To ensure that all procedures required by Children's Homes (England) Regulations 2015 including Quality Standards are in place
- To update the young person risk assessments on a regular basis
- To prepare all reports and care plans for young person reviews and have these available for the Director of Care to review and approve (in the absence of a Key Worker) or ensure they are completed to the appropriate standard by the Key Worker.
- To provide weekly planners for each young person in advance and ensure that plans are in place to complete the weekly planner
- To manage the budget of the unit and provide an audit trail for this budget
- To plan and manage unit staff meetings and provide minutes of these meetings
- To manage the unit vehicles and provide documentary evidence that you are doing so
- To be ready at all times for an OFSTED inspection and to be in a position to provide the necessary evidence to justify the highest standard possible.

Personnel Management

- To organise and document supervision meetings with staff as required
- To contribute to the training and personal development of Residential Child Care Officers and Key Workers
- To be responsible to ensure that RCCO staff and Key Workers within your unit complete their roles in accordance with their job descriptions.
- To implement disciplinary procedures under the guidance of the School Manager when required
- To contribute to the Level 3 Diploma training programme when required

Child Care Practice

- Contribute to the normal development of the young people through provision of a healthy lifestyle, a variety of appropriate stimulating activities and a consistent and caring approach.
- To provide care and support for young people on either a 1:1 or 2:1 ratio of staff to young people.
- To be alert to signs of distress or abuse and to ensure that the young people are monitored and protected – to report any concerns to the Director of Care or Company Directors.
- To be sensitive to the needs of individual young people, taking account of race, culture, language and religion.
- To act as an appropriate role model at all times.
- To talk and listen to children and to observe their behaviour and record significant features and to ensure that staff working on the unit do so also.
- To actively contribute to care planning, participating in reviews and other meetings as required and to lead in the implementation of care plans of all young people.
- To provide additional support and comfort to children under stress.
- To control young people who need boundaries set to their behaviour and when necessary carry out restraints.
- To provide for children's physical needs as necessary i.e. cooking, washing, ironing, shopping, budgeting, or by enabling young people to carry out such tasks for themselves.



- To be able to work closely with other agencies, care managers, Social Workers or Psychologists as required.
- To develop appropriate relationships with family members as appropriate.
- To adhere to the National Occupational Standards for Managers at all times.

Working with Children

- In terms of working with children, please make sure you have read Libra's Safeguarding Policy and Procedures, the DfE's 'Keeping Children Safe in Education' September 2016 and Guidance for Safer Working Practice for Adults who work with Children and Young People. All of which were sent to you when you took up your post and are available on request from the office. Libra's induction programme will provide full instruction and guidance on best practice, procedures and protocol in terms of working with children.
- If you have any concerns you must refer to Safeguarding Policy and supporting Flowcharts, or in discussions with Libra's Safeguarding Lead (Gina Dyer) or her Deputy (Clive Crosby).
- Additionally, for your information, all staff are expected - under equal opportunities for all, to work with all children. The role requires you to work professionally, acting as a suitable role model, and manage all children you are required to work with and to follow Libra's guidance and the behaviour plans accordingly and without fail.

Relationships with Colleagues

- To be part of the staff team, supporting colleagues and being prepared to receive support as necessary.
- To participate in staff meetings as required.
- To act flexibly, within reasonable boundaries, in order to ensure the necessary cover for a residential home.
- To inform colleagues of relevant developments, for example, during handover.
- To be part of the Duty Management and shift management planning process ensuring any concerns are passed on.
- To ensure you are aware of all risk assessments appertaining to clients – and that your colleagues are also aware.
- To work in a manner that reflects the principles of the Children Act and appropriate departmental policies and procedures.
- To challenge inappropriate practices as appropriate.

Household Responsibilities

- To produce the paperwork necessary in order to comply with Ofsted requirements.
- To ensure that all staff contribute and complete the practical activities required to maintain the unit
- To report and manage health and safety issues that may arise.
- To care for the fabric, equipment and grounds.
- To ensure you are up-to-date with risk assessments relevant to your role.
- Contribute to the day to day care of premises, vehicles, appliances and equipment.
- Cash handling and budgeting will be involved.
- The overall running and management of the unit is entirely the responsibility of the Unit Manager

Personal

- To be able to manage staff and have background experience in this area.
- To have good interpersonal and organisational skills.
- To keep abreast of good practice in order to develop skills, knowledge and experience in accordance with personal development reviews.
- To make use of regular professional supervision and approvals.
- To report to the Director of Care or Company Directors, malpractices or suggestive evidence.
- To take part in all relevant training including a level 5 qualification if required.
- The ideal candidate will be adaptable, enthusiastic and patient, able to work well as part of a team and have a good sense of humour.
- You will need to hold a full driving licence and be able to drive a manual car.



SUPPORTING PROCESSES

Problem Solving and creativity

The young people may present behavioural and emotional difficulties in their daily living, which require immediate response and resolution or referral to an appropriate professional.

Decision Making

Duties are undertaken with clear operational guidelines, policies and procedures. Decisions are made on the immediate needs of the young people and on the need to refer for further advice.

Physical Effort and Working Conditions

The role involves indoor and outdoor work with periods of driving, standing, walking and some manual handling of persons and equipment. There is a potential for exposure to risk of verbal or physical abuse effecting personal health and safety relating to the provision of care. This will vary depending on the young person.

IDEAL QUALIFICATIONS

Level 5 Management in Residential Childcare or equivalent qualification (or registered on one)

Please note, you will need to hold a full UK driving licence and be able to drive a manual car

Training to Level 5 in Leadership and Management is available*

EXPERIENCE

Experience with working with children, ideally those with emotional and behavioural difficulties, in a residential setting

Experience of working in a managerial position in a residential setting or school environment

Knowledge of Ofsted requirements relating to Children's Homes

LINE MANAGER: Director of Care