



Registered Manager Role Definition & Job Description

The “job” itself does defy a definitive description because we must be extremely flexible and adaptable with high levels of personal resilience to be able work on what are very often shifting sands. The role itself will call upon you to use a lot of your personal reserves and your unique talents and skills in very flexible and dynamic ways on an hour by hour and day by day basis.

We would not like anybody to come into the “job” without having a full understanding of what sort of things the “job” involves. In describing what we do and what we have to evidence we do, we have to have parallels with mainstream residential childcare settings as the Regulatory Body Key Principles and Legislative Framework applies irrespective of our own approach and value base. So this Role definition and job Description has been written in a way we hope enables a more fully rounded view of how the “mainstream” and our Philosophy work in tandem.

Key Principles of Residential Child Care, as defined by Children’s Homes Regulations and Quality Standards. Each of the key principles is identified below, and you will work to these principles by learning and completing a range of “competences” or “tasks” so that on a day to day basis your work with our children directly and indirectly, aligns with those Key Principles and our own Philosophy of Care.

Key Principle 1 Children in residential care should be loved, happy healthy, safe from harm and able to develop thrive and fulfil their potential

Key Principle 2 Residential Child care should value and nurture each child as an individual with talents, strengths and capabilities that can develop over time

Key Principle 3 Residential Child Care should foster positive relationships, encouraging strong bonds between children and staff in the home on the basis of jointly undertaken activities, shared daily life, domestic and non-domestic routines and established boundaries of acceptable behaviour.

Key Principle 4 Residential Child Care should be ambitious, nurturing children’s school learning and out of school learning and their ambitions for the future

Key Principle 5 Residential Child Care should be attentive to childrens need, supporting emotional, mental and physical health needs, including repairing earlier damage to self-esteem and encouraging friendships

Key Principle 6 Residential Child Care should be outward facing, working with the wider system of professionals for each child, and with childrens families to sustain links and understand past problems

Key Principle 7 Residential Child Care should have high expectations of staff as committed members or a team, as decision makers and activity leaders. In support of this, childrens homes should ensure all staff and managers are engaged in on-going learning about their role and the children and families they work with

Key Principle 8 Residential Child Care should provide a safe and stimulating environment in high quality buildings, with spaces that support and nurture and allow privacy as well as common spaces and spaces to be active

Working in children’s homes can be very richly rewarding, providing opportunities to form close and meaningful professional relationships, to offer assistance and guidance to the children and to help them to recognise and achieve their full potential. Many of “Our Children” have had disrupted and very unhappy backgrounds. We hope that we can provide them with a more settled and happier environment in which they can develop and progress. The individual, and collective needs of “Our Children” are often very complex. **We believe you will be able to empower your team to respond to those needs more effectively if we clearly outline what is expected of you and some of the things you may be called upon to do when you manage one of our homes.**

Our Philosophy as an organisation has parallels with our name, not merely plucked out of the air because we are based on the coast. We like to think of our homes as being something that can be remodelled or patted back into shape easily wherever we are adversely affected by the tides of life, rather perhaps than being

something solid, built in stone that cannot easily change and adapt and has the potential to be slowly eroded and worn down.

Philosophy of Care

As Person Centered Values underpin our whole philosophy of Care we are truly committed to enriching our teams and ultimately the lives of our children by recognising and utilising the things that you as a person, a unique individual can bring with you.

Our philosophy of care is a set of principles that underpin the work we do. It is important and expected that all members of staff adhere strongly, within themselves as practitioners and individuals, to this philosophy of care.

Sandcastle Philosophy of Care holds that:

- + **Our homes** are environments where our children can feel safe, secure and wanted.
- + **The individuals** who look after our children will be supported emotionally and practically through reflection and intellectual progression and endeavour to be the best practitioners they can be.
- + **The people** who look after our children will be supported to truly care about them, help and support them to understand and try and make sense of some of the trauma they have experienced. This will lead to enabling our children to explore what that means for them so that they can make gradual changes towards a life in which they can start to embrace whatever the future holds for them.
- + **Our children** will live in vibrant, dynamic, flexible places where the adults and the young people co-create a real living environment together.
- + **In building a community** together, we all need to recognise that it won't always be comfortable, free of control and the challenges are real for both our young people and the people who look after them. But our homes are always reflective, resilient places where problems are seen in perspective and worked through together.
- + **The therapeutic** approach is integral, at all times, and everyone who is living and working in the home needs to understand and believe in the values for which Sandcastle stands.
- + **Everyone** working and living together will accept each other for who they are and the differences they have.
- + **It is important** that people are real and true to their own emotions and reactions and able to recognise, own, explore and learn from them. Individuals and children will be encouraged to support each other in these ongoing explorations.
- + **Boundaries** and challenges to behaviour and attitudes are important for both individuals and children. Everyone needs to be aware of the impact that they have on others and negotiate appropriate boundaries and ways of dealing with situations. As a community, we can do this together.
- + **The people** who look after our children need to have the courage of their convictions and fight the corner for the young people always. These individuals will advocate for, with awareness, kindness and compassion, the young people and help them to move towards being able to grow into having their own voice.
- + **We live in a time** where protocols and procedures have overridden the key work we do with young people in residential child care. These policies are there to SUPPORT and ENABLE us to do the work that we do, not to take charge of it. We will never let the protocols and procedures get in the way of caring for, standing next to and loving our young people.
- + **Within each home** this philosophy of care has nuances and additions as we want you to create your own identity and community under the Sandcastle banner.

Position Summary:

To ensure high quality child care practice, within Sandcastle Care's Philosophy of Care, underpinned by a Person Centered Values therapeutic approach, across all residential homes. As Registered Manager, you will, in partnership with the Responsible Individual, ensure that a warm, nurturing, accepting therapeutic environment is evidenced, delivered and developed in accordance with the Company's core values.

Position Title:	Position Responsible to:
Registered Manager	Responsible Individual / Service Manager

Key Duties and Responsibilities:

Care Planning and Delivery	How
<p>Actively Safeguard and promote the welfare of our children</p>	<p>Acting as Designated Safeguarding and Child Protection Officer for the Service</p> <p>Ensuring the team is acquainted with all Policies and practice Guidance in this regard, have received training and understand the processes to follow</p> <p>Take the lead in creating an open culture in which children feel they can complain and are listened to</p> <p>Assist our children and adults to identify unsafe, dangerous, harmful and abusive situations, individuals and groups.</p> <p>Ensure the home is “outward facing” and engages positively with other agencies and bodies relevant to the protection and welfare of our children</p> <p>Work closely with Social Workers and placing Authorities to ensure a proactive approach to Safeguarding and Child Protection</p>
<p>Promote the delivery of a safe, structured and nurturing environment</p>	<p>Empower adults to relate to and engage our children who display challenging behaviour and utilise a variety of behaviour management strategies.</p> <p>Ensure Risk Assessments and Behaviour Support Plans are formulated and are “live document”, reporting and acting upon and unsafe practices, conditions or concerns</p> <p>Ensuring safe working practices within the team</p> <p>Ensuring the Home is maintained, furnished and decorated to a high standard</p> <p>Co-operate with the Company in complying with the Health and Safety requirements and Company policies.</p> <p>Produce and regularly Review a SAAR</p> <p>Ensure staff using the home vehicles or transporting children are suitably licenced and insured to do so</p>
<p>Ensuring & evidencing consultation and Partnership Working</p>	<p>Taking a lead role in consultation with Our Children, families and other professionals / agencies</p> <p>Maintaining / Overseeing the Maintenance of records or consultation documents / meetings etc</p> <p>Oversee the delivery of all key worker responsibilities including the delivery of direct work</p> <p>Develop and maintain robust partnership working relationships with other individuals and bodies to ensure consultation and participation are features embedded firmly within the home and wider community</p> <p>Foster good relationships with immediate and wider neighbours, responding politely and proactively if concerns or issues become manifest</p>
<p>Promoting Participation</p>	<p>Ensuring Our Children are actively encouraged and enabled to participate in life in the home and wider community</p> <p>Ensuring the team understands and can apply the principles of participation and engagement in the wider community</p> <p>Provide a caring and supportive environment for our children that respects and affirms their racial, cultural and religious identity and lifestyle</p>
<p>Care Planning</p>	<p>Having a diligent approach to managing referrals to the service and ensuring that all documentation is collated and planning meetings take place</p> <p>Preparing adults and young people for new admissions to the home to minimise / mitigate any negative impact</p> <p>Ensuring that our children come into or move on from our homes with a clear plan in place</p> <p>Ensuring that children moving on are moved in a kind, sympathetic, child focussed manner irrespective of the type of ending to the placement</p> <p>Ensuring Reviews take place regularly / calling additional reviews / meetings if it is in the interests of the child</p>

	<p>Ensuring changes in plans are known and implemented by the relevant people</p> <p>Developing and making known to adults a variety of Intervention strategies regarding Behaviour management and the promotion of pro-social behaviour so our children can develop coping mechanisms and changes in patterns of negative behaviours</p> <p>Ensure ongoing assessment of our childrens individual and collective needs in day to day practice, and can evidence achievements using outcomes measuring tools where appropriate.</p> <p>Ensure the rights and needs of our children are met as fully as possible whether spiritual, physical, intellectual, cultural or social</p> <p>Ensuring our Philosophy of Care is firmly embedded into practice by working in close partnership with our Psychotherapists and that all care practice is underpinned by person centered principles & Planning</p>
Leadership & Management	How
Safer Recruitment	<p>Working in Close Partnership with the HR Manager at all times</p> <p>Adhering to Safer Recruitment Practices for adults coming to work on the team by firm application of Company Policy and Practice Guidance</p> <p>Ensuring that a current DBS is in place for individuals on the team and that renewals are made within the advised time frame</p> <p>Validating and Confirming the validity and accuracy of References obtained</p>
Induction / CPD for Individuals and the team	<p>The Induction of new members of the team are completed within the time frames of probationary periods</p> <p>Carrying out regular Supervision of adults</p> <p>Ensuring the effectiveness and regularity of supervision which has been delegated to other members of the team</p> <p>Ensuring each member of the team has a clear CPD Plan</p> <p>Ensuring training which requires refreshing is done so</p> <p>Support the team in assessing, defining issues and identifying solutions to challenges presented.</p> <p>Engaging in a process of reflective practice with teams and individuals</p> <p>Managing Individuals through supportive capability processes where necessary in a manner that supports improvement in practice</p> <p>Encourage an "Open Door" policy and no blame culture to encourage the team to ask questions and challenge decisions to enable reflective and progressive practice</p> <p>Participate in a Supervisory and CPD process with the RI to enable your own professional development, and continued development of your service and team</p> <p>Produce and maintain a Development plan for your service taking into account staff development, development of services available in the home and maintenance and improvement of the fabric of home</p> <p>Participate in any mandatory / service specific or other training determined by the organisation to be relevant to your role</p>
Statement of Purpose	<p>Work in line with the 'Statement of Purpose' of the service, and ensure effective delivery of the policies and procedures of the home and the organisation.</p> <p>Ensuring the team understands the contents of the SOP for the home</p> <p>The SOP is maintained and updated and forwarded to the relevant people</p>
Regulation 44	Engage positively with independent visitors and act on recommendations to drive continuous improvement of Leadership and Management of the Service
Responsible Individual	Engage Positively and work in close partnership with the RI to ensure sound and robust Leadership and Management of the Service, acting on advice and recommendations, ensuring the RI is informed / consulted in respect of any issues relevant to the sound Leadership and Management of the Home
Equality of Opportunity	<p>Promote Anti-Discriminatory Practice always</p> <p>Work always within the scope of our Equality of Opportunity and Celebration of Diversity position statement</p>

Sufficiency of Staffing	Prepare Rotas in advance to ensure the teams on duty are composed of a suitable skill mix and adequate in numbers at all times to meet the needs of our children
Administration & Improvement	How
Administrative	Ensure that all administrative requirements of the home are maintained in such a way that they are compliant with good childcare practices, homes procedures, company policies and children's homes regulations.
Regulation 45	Maintain an ongoing and live analysis under Regulation 45, producing a critically reflective report within the required reporting period Work in close partnership with the RI – furnishing reports within required timescales
Ofsted	Ensure that Ofsted Inspection Recommendations / Requirements are acted on in a timely fashion and all actions are recorded and reported to the relevant people for actioning
Financial	Manage and monitor financial systems in respect of pocket monies, personal allowances, food, refreshment and transport etc Manage and monitor labour costs ensuring that pay claims are authenticated and submitted within the required time frames Ensure Records of expenditure and receipts are returned to the Financial Manager within required time frames Act with due care in respect of any cash or bank cards supplied to you by the organisation, ensuring that both are held safely and accounted for at all times

Other Requirements:

-  Commitment to work evenings and weekends if required to ensure the stability of your home
-  Commitment to give cover on a fairly apportioned on call rota
-  Provide cover and support to other homes if required

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The Company reserves the right to vary duties and responsibilities at any time providing they do not change the general character of the duties or the level of responsibility entailed.

Equal Opportunities

The company supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Company EO Policy.

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