

## DeliveryTeam Lead (Tier 4B) L0472 Residential Home Care Manager

<b>Directorate:</b> <b>Service area:</b>	Children & Families Corporate Parenting (Children's Homes)
<b>Accountable to:</b>	Tier 3 Service Manager
<b>Accountable for:</b>	Children's Home and Staff
<b>Politically restricted post</b>	No
<b>Delivery teams:</b>	Children and Family
<b>Job Title:</b>	<b>L0472</b> Residential Children Home Manager
<b>Grade:</b>	P

### Context

We are opening a children's homes Leamington Spa for children aged 13 years plus. We are looking to appoint an enthusiastic, highly motivated, experienced individual, who has the appropriate skills to set up and lead our children's home through to Ofsted registration and take on the role of Registered Manager.

The successful candidate should be able to demonstrate an excellent understanding of the needs of young people in care. They should have extensive knowledge and understanding of the Children's Homes (England) Regulations 2015, the Guide to the Quality Standards, Ofsted's Social Care Common Inspection Framework (SCCIF) and other relevant statutory legislation, guidance, and good practice.

We are offering a honoraria to recognise the work involved in setting up a new home with a plan to regrade the post to attract a higher salary to a maximum of £51,948

### Specific role assignment

<b>Delivery responsibilities</b>	<ul style="list-style-type: none"><li>• Effective leadership and management of the home and takes the leading role in key decisions; to include chairing meetings and advocacy skills.</li><li>• Ensuring that the home meets Ofsted standards of quality and safety.</li><li>• Knowledge of the legislative requirements pertaining to high quality care for young people in a residential setting.</li></ul>
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	<ul style="list-style-type: none"><li>• Develop a positive person-centred culture in the home using a model of Restorative Practice.</li><li>• Contribute positively to the welfare and wellbeing of young people providing them with a safe, nurturing, stable home where their needs can be fully met, and they are encouraged to seek their aspirations and reach their full potential.</li><li>• Ability to communicate effectively and positively with young people, colleagues, and other professional workers through a wide variety of media which will include written, verbal and electronic means.</li><li>• Contribute to the development of appropriate relationships with and between staff, young people, families, and other stakeholders, promoting the children and young people's involvement and participation in the day-to-day life of the Home and local community.</li><li>• Liaise with the various internal and external multi-disciplinary teams to ensure that the care needs of new and existing young people are met.</li></ul>
<b>Key business measures</b>	<ul style="list-style-type: none"><li>• To lead and manage a Children's Residential Home and ensure the efficient operation of the service in accordance with the relevant legislation, procedures, policies, and the Statement of Purpose for the Home.</li><li>• To be accountable and take responsibility for liaising with regulatory organisations in relation to the way the home is managed, ensuring that all necessary documentation required by regulators is completed to a high standard and be available for inspections, checks or interviews as requested.</li><li>• Ensure that young people's needs are carefully assessed prior to admission, and to assist and supervise in the continual assessment of the needs of the children and young people and to identify and prepare specific development plans</li></ul>

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	to ensure the most appropriate service provision.
<b>Statutory responsibilities</b> ( <i>if applicable</i> )	<ul style="list-style-type: none"> <li>• Responsibility for the maintenance of registration standards and compliance with the National Care Standards Act 2000 and Children's Home Regulations 2015.</li> <li>• Ensure the quality of the work of the team in providing Care, Development and Protection of Children in Care.</li> <li>• Responsibility for safeguarding and promoting individual rights, providing good quality care which is free from oppression and where differences are respected and valued.</li> <li>• Ensure that Health &amp; Safety responsibilities are carried out in accordance with the departmental health &amp; safety policy and procedures.</li> </ul>
<b>Specific experience</b>	<ul style="list-style-type: none"> <li>• At least one-year experience of working as a senior level (supervising and managing staff) in a children's residential setting and/or experience of setting up a Children's home.</li> <li>• Within the last 5 years, worked for at least 2 years in a position relevant to the residential care of children.</li> <li>• Supervision and effective communication within the home so that all staff members have timely information that ensures the delivery of high-quality clinical and restorative informed practice and addresses practice issues.</li> <li>• Recruitment of staff including interviewing and inducting new employees.</li> <li>• Contribute to a comprehensive staff training and development programme to enable the service to have available all</li> </ul>

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	<p>necessary skills and levels of expertise to meet the needs of the young people.</p> <ul style="list-style-type: none"> <li>To organise duty rotas to ensure that the needs of the young people are always met.</li> </ul>
<b>Specific qualifications/and registration</b>	<ul style="list-style-type: none"> <li>Level 3 Diploma in Children's Residential Care</li> <li>Level 5 Diploma in Leadership and Management or working towards</li> <li>Full Driving Licence.</li> </ul>
<b>Budget responsibility</b>	<ul style="list-style-type: none"> <li>To operate the homes budget in accordance with departmental financial procedures, exercising careful control over all expenditure.</li> </ul>
<b>FTE responsibility (line management)</b>	<ul style="list-style-type: none"> <li>Children Home staff structure</li> </ul>
<b>Key stakeholder relationships</b>	<ul style="list-style-type: none"> <li>Children and Family social workers, foster carers, health, education, CAMHS (mental health teams), CE/missing teams, families and communities.</li> </ul>

### Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> <li>Deliver in year service plan (1 year)</li> <li>Effective contract and supplier management</li> <li>Meet budget, savings and income targets</li> </ul>

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

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Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none"><li>• Statutory compliance</li><li>• Professional practice</li><li>• Procedure compliance</li></ul>

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none"><li>• Deliver operational performance objectives</li><li>• Manage the workforce</li><li>• Deliver continuous improvement plans</li></ul>

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

### Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"><li>• Workforce development</li><li>• Workforce planning</li></ul>

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"><li>• Monitors the service performance framework</li><li>• Effective service design</li></ul>

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes

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- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"><li>• Deals with performance issues</li><li>• Maintains business continuity</li><li>• Role model of how we work principles</li></ul>

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

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### WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

### Our Values – The Warwickshire DNA



### Our Behaviours



**Strategy...** the direction we will take to achieve our outcomes



**Plan...** what we will do to achieve the strategy



**Commissioning...** the process of how we will plan, purchase and monitor our services



**Strategic Commissioning...** the process for understanding, planning and delivering services to achieve the best outcomes



**Operational Commissioning...** the process for meeting need at an individual level or to a specific group



**Delivery...** providing services to our customers

