

Calcot Services for Children

Job Description

Registered Manager

Summary of Responsibilities

To be directly responsible to the director and to actively support the staff teams at the unit in caring for the young people. To ensure all staff are trained appropriately and can offer the highest standard of care. To actively promote CSFC's philosophy and maintain and update the statement of purpose.

Requirements of the post

- To undertake the role of senior practitioner in the staff team
- Ensure all staff policies, guidelines and procedures are regularly updated, known and adhered to
- To promote the welfare and development of the young people
- To protect the young people from harm in and outside the home
- To ensure that their needs are recognised and met where possible. This includes ensuring that they are free from discrimination within the home and to challenge discrimination within the home and to challenge discrimination from outside the home
- To ensure that the home meets the needs of the individual young people and the needs of the group
- To use the home in such a manner to ensure the ethos of CSFC in providing a homely environment that is enjoyable and stimulating for each young person
- To ensure that the admission of the young people is welcoming and reflects the expectations of the placement plan
- To ensure that the duration of the young person's stay complies with the ethos of CSFC and follows the required placement plan
- To ensure that when a young person comes to leave the home that this is done sensitively and within CSFC guidelines

- To ensure that the young people when confronted with stressful situations or crisis are offered appropriate support and to ensure that the staff team are offered support in dealing with these situations
- To oversee and participate in the development, implementation and monitoring of the individual young people's placement plans
- To regularly review all young people's placement plans
- To develop and maintain good working relationships with parents, social workers, schools and other professionals concerned with the welfare of the young people
- To ensure that specific needs are met i.e. religious observance, culturally significant needs, dietary requirements, any medical conditions and their treatment
- To ensure that each young person is able to take responsibility for their actions within their understanding as can be reasonably expected of them according to their age and ability.
- To ensure that they are informed of their rights and responsibilities enabling them to take greater control of their lives
- Attend reviews, planning meetings and others in line with CSFC philosophy
- Be responsible for keeping overall expenditure within the monthly/yearly budgets
- To ensure compliance with the National Care Standards Commission, 1989 Children's Act and other relevant guidance
- To provide leadership, guidance and management of the staff team
- To be responsible for the development and control of staff on a day to day basis
- Attend twice monthly supervision with the Director and be prepared with a productive and professional agenda
- To be involved in the monitoring and where necessary the discipline of staff
- To ensure that all staff receive regular supervision
- To ensure that all staff are appraised annually

- Recruit new staff in consultation with the proprietors and senior manager and in line with CSFC recruitment procedure
- Be available as NVQ assessor and motivate/encourage and guide staff to NVQ 3 and above
- To ensure that staff receive regular in-house training
- Ensure effective communication and consistency within the units and between the units by way of regular staff meetings, regular supervision, staff handovers, good record keeping and inter-unit contact
- Ensure the home is kept to a high standard of repair and decoration by liaising with other staff/handyperson
- Maintain CSFC's policy on confidentiality, equal opportunities and anti-oppressive practices
- Ensure appropriate staffing levels are maintained in the unit and that cover is provided where there is illness or annual leave
- To personally supervise and appraise directly accountable staff
- To be concerned for the welfare of the staff offering support at times of stress, praising work completed and monitoring performance including sickness absence.
- Above all, create a warm, safe environment that allows each child and young person space for personal growth and the time to heal.

THIS POST IS SUBJECT TO THE FOLLOWING CRITERIA BEING MET:

1. Formal interview
2. Satisfactory references
3. Written exercise
4. Medical if required
5. Enhanced Criminal Bureau (CRB) Disclosure

CSFC
September 2006