

# Job Description

<b>School</b>	<b>Bradstow School</b>
<b>Post Held</b>	<b>Home Manager</b>
<b>Salary Scale</b>	<b>RSW D – SCP26 - 29</b>
<b>Hours</b>	<b>41</b>
<b>To Whom Responsible</b>	<b>Assistant Head of Care</b>

## Aim of the Post

The Home Manager will be responsible for leading, organising and managing a group of staff working in one of the care teams. They will be required to arrange and manage the care of the children and administration of the team.

## Duties Comprise:

- Nurturing and sustaining a Culture of Gentleness in the home and supporting this across the school community, providing a role model for young people by working in ways that are attentive and responsive and intentionally apply Bradstow's visions, values and organisational behaviours.
- Consistently leading in ways that support and improve the young person's personal environment, sense of companionship and community in their home at Bradstow **(The quality and purpose of care standard Reg.6)**
- Working harmoniously with colleagues and other professionals and supporting the young people both during school hours and in their home at Bradstow **(Leadership and management standard Reg.13)**
- Prioritising the needs and ensuring the health, wellbeing and safety of the young people within the home at all times, to include providing support for intimate personal care and administration of medication (following completion of relevant training) **(Health and wellbeing standard Reg.10)**
- Enabling young people to connect and communicate effectively with parents/carers, making sure a variety of methods (phone, email, Skype etc.) are available to make this possible. Maintaining a log of calls home and acting as an escort and companion on visits to parents/carers **(Contact and access to communications Reg.22)**
- Leading by example in speaking only kindly and encouraging positive relationships both as the first point of contact between Bradstow and the young person's parents/carers/other relevant external professionals, communicating politely and courteously at all times **(Engaging with the wider system to ensure children's needs are met Reg.5)**
- Managing staff to reflect and adjust approaches to ensure each young person can contribute positively to daily household routines and activity plans, using dynamic risk assessments to help each young person feel safe and to engage meaningfully in their home and life **(The quality and purpose of care standard Reg.6)**

- Leading the team to use information from reflection to learn how to help define , organise, implement and update Individual Educational Plans (IEPs), Individual Activity Plans (IAPs), Individual Care Plans (ICPs), support plans and personal care plans and associated targets, in collaboration with colleagues (**Schedule 3 Reg.36 NCH Regs 2015**)
- Monitoring, auditing and enabling weekly Keyworker sessions keeping the young person at the centre of what you do when advocating for their goals and aspirations in meetings internally and externally (**The children's views, wishes and feelings standard Reg.7**)
- Adhering at all times to the school's policies and procedures, maintaining good practice which meets or exceeds the Quality Standards as set out in the Children's Homes Regulations (**Regs 4-14 (2015)**)
- Demonstrating a commitment to lifelong learning by supporting staff and your own development including weekly reflective practice through use of video and frequent supervision (**Employment of Staff Reg.33**)
- Supporting staff in completing the Level 3 Diploma in Residential Childcare, as well as ensuring your own completion of the qualification (**Fitness of Workers Reg.32**)
- Maintaining a welcoming and hospitable home environment.
- Overseeing the maintenance of accurate and high quality records relating to young people and ensuring GDPR and Bradstow data compliance policies are adhered to at all times.
- Overseeing all administration relating to the home, ensuring all paperwork is to a high standard.
- Acting as a Keyworker for two young people with support from Team Support Workers.
- Carrying out sleeping in duties, and supporting the Care Management Team to ensure there is adequate cover across the homes.
- Making decisions regarding the appropriate care of young people, deployment of staff etc, and informing the Head of Residential Services as appropriate.
- Managing a budget for the home in line with financial guidelines.
- Supporting care workers and advising on good working practice.
- Training new members of staff.
- Ensuring performance management and supervision is carried out appropriately for all staff in the home
- Intervening and supporting staff in diffusing difficult situations.

- Any other duties commensurate with grade as directed by Line Manager or Senior Management.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

*This job description may be amended at any time after discussion with you.*

# Person Specification

## Home Manager

### Qualifications and Experience

1. Four Years working with children/people with severe learning difficulties and/or autism, or with other children/people in a residential setting.

OR

Two years as above, plus the Level 5 Diploma in Leadership and Management for Residential Childcare

*Please note post holders must be willing to commit to obtaining the Level 5 Diploma in Leadership and Management for Residential Childcare within 2 years of the start of their employment if not already obtained*

### Knowledge

2. Awareness of the needs of children with learning difficulties and autism.

### Abilities and Skills

3. Managing a team of care staff during shifts/unsociable hours and acting as a positive role model to staff.
4. Managing the administration of the team and home.
5. Organising activities and arranging funds.
6. Willingness to take part in the domestic routines of the school.
7. Being supportive of other staff, and able to demonstrate a commitment to their development and wellbeing through supervision, performance managing and mentoring.
8. Communicating with all multi-disciplinary teams associated with the school.
9. Ability to implement policies and work closely with the management of the school.

**Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.**

*Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.*