



Job Description

School: Bradstow School
Post: Head of Residential Services (*Registered Manager*)
Salary: £70,000
To whom responsible: Head Teacher (*Responsible Individual*)

Aim of the Post

The primary duty of the Head of Residential Services is to be the Registered Manager with Ofsted for the residential provision within Bradstow School.

This encompasses quality assurance i.e. fulfilling and ensuring compliance with all the legislative requirements for that of the Residential Service contained within the current Children's Homes Regulations, National Minimum Standards, Children's Act 1989 and 2004 and the Children's Homes Regulations 2018.

Duties Comprise:

- Nurturing and sustaining a Culture of Gentleness across the school community, providing a role model for children, young people and staff by working in ways that are attentive and responsive and intentionally apply Bradstow's visions, values and organisational behaviours.
- Providing strategic leadership and management for the delivery and evaluation of the residential services at Bradstow School, including embracing and embodying the servant leadership model.
- Acting as a member of the Senior Strategic Group (SSG) and the Senior Management Team (SMT) and liaising with the Governing Body and other agencies / partners with which the school engages.
- Demonstrating a commitment to life-long learning through participation in continuous professional development, including taking part in and actively championing reflective practice.
- Being responsible to the Head Teacher (Responsible Individual) for the efficient and effective management of the Children's Home at Bradstow School.

- Leading the continuous improvement of the Children's Home and contributing to school wide initiatives for improvement as identified in the School Improvement Plan.
- Maintaining a high quality environment for the provision of the service to the children, young people and staff.
- Implementing, monitoring and reviewing the impact of service developments in the residential sector of the School.
- Promoting safeguarding and ensuring the safety of the children and young people living away from their families in a residential home.
- Regularly supervising, supporting and appraising the Assistant Care Managers, External Liaison Manager and Nursing Services Manager, and ensuring all care staff are able to optimize skills and knowledge in order to enhance and improve the overall service provision.
- Ensuring the homes are able to exhibit a positive and proactive approach, demonstrating systematic, efficient and creative organisational skills in order to meet the individual needs of the children and young people living in the homes.

Key Duties of the Post

1. Children's Home

- 1.1. The key responsibility of the post is monitoring and implementing the Children's Homes Regulations 2018.
- 1.2. As the Registered Manager, the post holder is required to act as the Designated Safeguarding Lead for the school. The post holder will also lead on the development and implementation of the Safeguarding Policy across the entire service and be responsible for professional development regarding safeguarding and child protection.
- 1.3. Leading, managing, quality assuring and embedding the Children's Homes Regulations and Standards, ensuring these are maintained to lead a service of the highest level.
- 1.4. Along with the care staff team within the residential service, having an overview for all of the Looked After Children, including the coordination and contribution to Statutory Reviews both Social Care and Education, and ensuring any subsequent actions and care planning changes are fulfilled.
- 1.5. Leading in the planning and improvement in the children's home, ensuring homes are responsive to the needs of the children and young people.

- 1.6. Ensuring the residential services budget is controlled and monitored using the financial systems in place.
- 1.7. Actively ensuring the safe day-to-day operational management and leadership within the residential sector with particular reference to promoting and identifying the implementation of best child care practices within the children's home.
- 1.8. Being accountable for improving strategies for providing support to, and communication with, parents and carers. The emphasis will be on a holistic and child centered approach.

2. Management

- 2.1. Acting as the Senior Manager for the residential care workers, and have overall responsibility for the planning, recruitment, deployment and conduct of all staff within the residential service.
- 2.2. Leading on the development and implementation of the strategic direction of the residential services and integrating this within the School's Improvement Plan (SIP), working in partnership with senior colleagues.
- 2.3. Leading on the development of Performance Management and Supervision systems for care staff within residential services (supported by the People Development Manager), integrating and cascading whole school objectives and initiatives from the SIP.
- 2.4. Identifying specific and mandatory professional development requirements for the children's home and ensuring the effective delivery of continuous professional development to all managers and care workers within the service.
- 2.5. With senior colleagues and home managers, developing integrated and holistic care plans to support the children and young people as part of the "waking curriculum".
- 2.6. Taking the lead within the children's home for managing opportunities for social inclusion, participation and community presence through activities and involvements.

3. Safeguarding

- 3.1. Acting as the school's Designated Safeguarding Lead and ensuring child protection policies and procedures are followed in line with legislation and guidance set out in [The Children Act \(1989\) and \(2004\)](#), [Working Together to Safeguard Children 2013](#) and Children's Homes Regulations 2018 and National Minimum Standards.
- 3.2. Ensuring the Head Teacher is made aware and kept fully informed of any concerns that the staff may have in relation to Safeguarding and/or child

protection.

- 3.3. Ensuring familiarity with the application of Wandsworth and Kent Child Protection procedures and policies.
- 3.4. Carrying out all responsibilities and duties with a positive regard to equal opportunities and Diversity policies.

Person Specification

Essential Criteria

1. Having achieved (or be able to commit to achieving within 3 years of commencement of employment) the Level 5 Diploma in Leadership for Health and Social Care and Children and Young Person's services.
2. A minimum of 2 years recent (within the last 5 years) and successful managerial experience in the residential care of children and the supervision and management of staff in a care role.
3. Ability to demonstrate clear analytical thinking, creative problem solving and high professional and personal standards on line with the school's vision statement.
4. Full and satisfactory knowledge in respect of each of the matters in Schedule 2
5. Successful experience of working with children and young people with autism and/or severe learning difficulties and associated challenging behaviours.
6. Comprehensive knowledge of Child Protection legislation, procedures and policy governing the issues and procedures.
7. Ability to manage a large team of care workers effectively and efficiently, working effectively under pressure and within timescales, and delegating appropriately.
8. Experience and knowledge of performance management systems and supervision requirements.
9. Thorough knowledge and understanding of the current legislative requirements and The Children's Home Regulations 2018 and experience of monitoring compliance.
10. Experience of being a member of a Senior Management/Leadership Team.
11. Ability to represent the children's home in external multi- agency and professional meetings.
12. Excellent oral and written communication skills, and the ability to use information and communications technology effectively.

13. Flexibility in responding to the varying needs of the school, including participating proactively in the life of the school.
14. Clear understanding of Wandsworth's Equal Opportunities Policy and the ability to apply it to both children and young people, as well as across the wider school community.

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.