

**Role Title: Registered Children's Home Manager**  
**Salary: Special Grade A**  
**Report to: Service Manager**

## About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

**Our vision:** For all children and young people in Bradford to be safe and able to realise their full potential.

**Our purpose:** To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

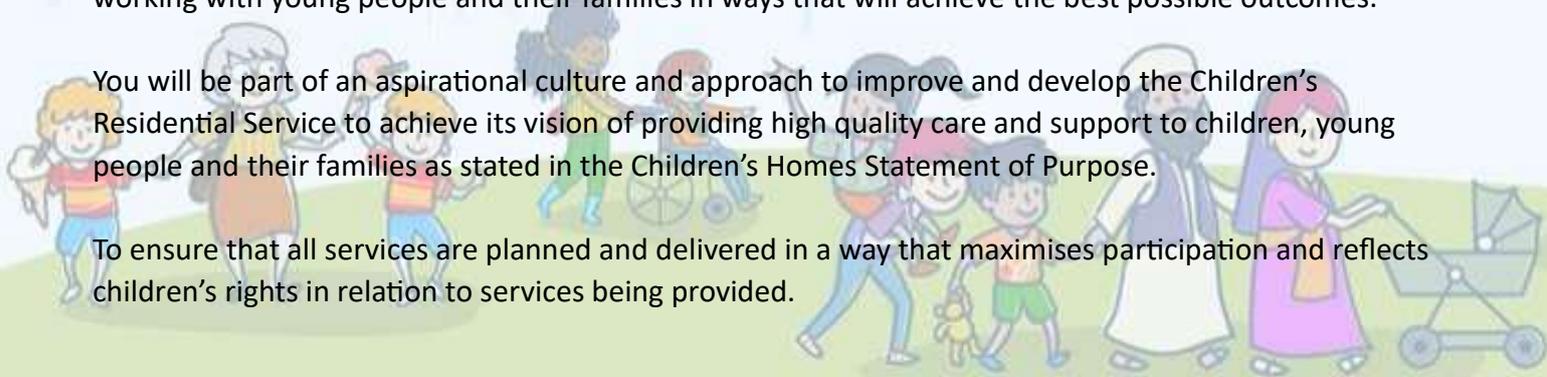
## Job Overview

To be approved by Ofsted to act as the Home Registered Manager. The post holder will ensure that high standards of practice are achieved and that services are delivered in accordance and compliant with the National Children's Home Regulations (2015), Children's Homes Quality Standards(2015) and BCFT and the homes' internal policies, procedures and guidance. You will ensure that the Home meets all regulatory requirements to achieve Ofsted gradings of Good or Outstanding.

The post holder will manage a Children's Home staff team and provide clear and effective leadership to model best practice and lead on interventions to train and develop others as required. You will proactively provide support and supervision to a Children's Home Staff team that is dedicated to working with young people and their families in ways that will achieve the best possible outcomes.

You will be part of an aspirational culture and approach to improve and develop the Children's Residential Service to achieve its vision of providing high quality care and support to children, young people and their families as stated in the Children's Homes Statement of Purpose.

To ensure that all services are planned and delivered in a way that maximises participation and reflects children's rights in relation to services being provided.



## Main Duties and Responsibilities

- Ensure that you and staff within your home, work in accordance with the statement of purpose and function of the home.
- To manage the daily operations of the care home, ensuring compliance with regulatory standards and best practice.
- To develop, implement and review dynamic multi agency care plans for children living in the home, ensuring they are specific to the needs of the children.
- To manage the home to safeguard and promote the well-being of children. You will ensure that the child's social worker is notified of any significant events, important changes and physical intervention within 24 hours.
- You will be committed to safeguarding children and have an excellent understanding of child protection procedures, including the management of risks associated with criminal and sexual exploitation and missing episodes.
- To be part of the registered managers out of hours support rota to offer telephone support and guidance to homes/staff where they feel they are unable to manage a situation without guidance out of hours in relation to home emergencies, medication errors and staffing issues. In exceptional circumstances, this may include in-person support to a home to ensure the safety of staff and children.
- To demonstrate a working knowledge of Ofsted inspection and reg 44 visiting guidelines, promptly implementing any requirements or recommendations following an inspection or reg 44 visit. Completion of the regulation 45 report on a six-monthly basis, ensuring that feedback is gained from all stakeholders to inform and develop the Children's Home Development Plan.
- To ensure that the home has a staff development and training programme that enables them to be sufficiently skilled and knowledgeable to meet the needs of young people in the home as defined by the Home Statement of Purpose and function.
- To provide formal and informal supervision to staff and undertake appraisals. Take responsibility for the development of staff, participate in the recruitment and retention of staff.
- To monitor and ensure that all mandatory training is undertaken and kept up to date, as well as delivering training to home staff and the wider service when required. You will be required to ensure that your staff team is adequately trained in Therapeutic Crisis Intervention (TCI) and that any requirements around refresher training are complied with, this may require you to undertake Train the Trainer training in TCI to enable you to be compliant in this area.
- To be responsible for ensuring that the home is safely staffed in line with regulations, organizing the staff rota and ensuring that all safer recruitment checks have been completed prior to staff commencing work in the home.
- To be able to carry out ALL requirements of the post including the use of the physical interventions as part of Therapeutic Crisis Intervention (TCI) to manage challenging behaviour as required.



- To work alongside senior leaders, placement co-ordination colleagues and social work teams to progress appropriate admissions to the home. You will ensure that appropriate impact assessments have been undertaken, any risks are identified, and appropriate support is in place to ensure a positive transition to the home.
- The post holder will be required to de brief individual staff and teams following significant incidents and ensure good quality support is available. This will also include management accountability and oversight of Physical Intervention and incident recording.
- To ensure that all staff in the home perform to the highest professional standards and with the support of HR, take appropriate action when standards of conduct or behaviour do not meet the required expectations. You will be to handle complaints and lead management investigations as required.
- To ensure that the homes building, fixtures and fittings are maintained to a high standard and in good decorative order and is secure. That the home is inventoried, liaising with maintenance and facilities management as required.
- On occasion, you may be required to support other homes within the service due to managerial absence or practice development to ensure that they are meeting regulatory requirements and that children are cared for safely and being supported to achieve their outcomes.



## About You

We are looking for applicants who can demonstrate that they meet the following requirements:

### Experience

- The applicant is required to provide evidence of having previously spoken fluently to members of the public to meet the Advanced threshold level outlined under Special Knowledge above.
- Regulation 28 identifies the following experience as necessary for a person managing a Children's Home: Within the last 5 years, they have worked for at least 2 years in a position relevant to the residential care of children; and they have worked for at least 1 year in a role requiring the supervision and management of staff working in a care role (i.e. a position which consists mainly or solely of providing care for children).
- Experience of care planning and quality assurance commensurate with the Registered Manager role.
- Substantial experience of direct work with children and young people and their families Experience of quality assurance processes and systems.

### Qualifications

- Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services with Children and Young People's Residential Management Pathway.
- Equivalent Qualifications as set out in ANNEX A –Qualifications for staff working in children's homes, Guide to the Children's Homes Regulations including the quality Standards, April 2015 Level 5 Diploma in Leadership and Management for Residential Childcare.
- NVQ Level 4 Leadership and Management for Care Services

### Working Conditions

- The post holder must be able to work evenings, weekends and Bank Holidays as required by the needs of the service.
- Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

### Special Conditions

- The Warner Process will be completed to ensure candidates have the psychological resilience required to work in a Children's Home



## *Safeguarding Responsibilities*

*Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.*

*Successful applicants will be required to complete the relevant safeguarding checks. A DBS check might be requested.*

*We are an equal opportunities employer.*

