



## Main Duties and Responsibilities



- To ensure the home operates within the Quality Standards and Children's Homes Regulations, paying attention to detail to ensure the home is judged as 'good' or 'better' by Ofsted.
  - In the Registered Manager's absence, the post holder will have the ability to lead the Regulation 44 monitoring visits and regulatory inspections from Ofsted, as well as supporting the staff to contribute to the process. You will also be expected to handle complaints and lead management investigations as required.
  - Manage the home in order to safeguard and promote the well-being of children and young people and in the absence of the manager, take the role as designated safeguarding lead for the home; and take all reasonable steps and support staff in the home to locate and ensure the safe return of any young people who are missing from the home. You will be committed to safeguarding young people and have an excellent understanding of child protection procedures.
  - Provide formal and informal supervision to staff and undertake appraisals. Take responsibility for the development of staff, participate in Recruitment and retention of staff. Share knowledge and experience with the team and identify opportunities for the continuing professional development of the staff team. Monitor and ensure that all mandatory training is undertaken and kept up to date, as well as delivering training when required.
  - You will support the Registered Homes Manager in the learning and development of the residential team to ensure knowledge and skills are compliant with the Children's Homes Standards and Regulations.
  - The post holder will manage the probationary period of new starters and will be integral in the performance management of the staff.
  - Able to work in a variety of settings across the city. This could include working in the locality, but may also involve travelling long distances to make visits, participate in overnight stays and holidays. You would be expected to work positively with a range of children and young people, their families, professionals and partners and ensure that effective lines of communication are established and maintained. You will be expected to attend a variety of meetings, including Team Meetings, Child Meetings, Statutory Reviews, Planning Meetings, Strategy Meetings, Referral Panel Meetings and Manager's Meetings as required.
  - To contribute to the management of the staff team in supporting the day to day physical and emotional needs of the children and young people in accordance with Racial, Cultural, Religious, linguistic and dietary needs. You will ensure children and young people are supported to go to school, enjoy leisure activities, stay healthy and kept safe. The children and young people will have suffered trauma, neglect or abuse. All are likely to display some difficult behaviour, and so ensure the staff team respond to this appropriately and sensitively.
  - The children/young people we look after have experienced significant trauma, which requires high levels of compassion, empathy, respect and understanding.
- Due to this trauma, they can present challenging behaviour, including self harm, physical outbursts, and risk taking behaviour, where we have a responsibility to make them feel safe and cared for. Staff are likely to be exposed to substantial risk of challenging behaviour by the children in our service and will be involved with the management of this. You will be expected to support and appropriately respond to staff who have encountered this behaviour. The post holder will be required to debrief staff and teams following incidents and ensure good quality support is available.
- Be physically fit enough to carry out ALL requirements of the post including the use of the physical interventions as part of Therapeutic Intervention (TCI) to manage challenging behaviour as required. You will be required to become a TCI Trainer to deliver TCI training across staff groups in the Children's Homes and will successfully pass the TCI and TCI Train the Trainer courses to ensure you are qualified to do so.
  - You will ensure that all members of staff in the Home are trained in TCI
  - To adhere to, and ensure the staff team are both trained and supported to follow all the requirements in relation to the Safe Handling of medication and follow all relevant procedures in line with Departmental Policy. Make sure children and young people receive any medicines at the right dosage and at the prescribed times.
  - To monitor the administration of medication in line with organisational requirements.
  - The post holder will be responsible for access to petty cash for trips activities and holidays. This will also include the post holder applying for and using a Procurement Card in line with the Trust's policies and procedures. Responsibility for children and young people's belongings and money and access to equipment and property used in the course of their duties. The post holder will also be expected to closely monitor expenditure, reconcile petty cash claims and cash advances, as well as reviewing purchases and requisitioning goods and services using the SAP system.
  - You will be required to work flexibly, including the possibility of unsocial hours and shifts, occasionally including weekend and bank holiday working. This may also include supporting children and young people on overnight trips, and holidays, sometimes at short notice. You may also be required to undertake waking nights or sleep in duties at short notice. You will be required to contribute towards the management of the rota, working with the Registered Manager to ensure staff are appropriately deployed to provide safe levels of staffing to support the children and young people at all times.
  - To monitor and audit the effectiveness of the home. This includes ensuring that all children and young people's files are kept up to date and that any remedial action is taken promptly. To ensure information held on children and young people is accurate and statutory documentation is completed and held in the appropriate file in required timescales.
  - To manage the confidentiality of information and ensure the staff act in accordance with the GDPR requirements, when obtaining, transmitting and recording information verbally, in writing and electronically.

## About you

### Experience

- The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.
- Experience of working in a supervisory or management role
- Experience of care planning and quality assurance commensurate with the deputy management role
- Substantial experience of direct work with children and young people and their families
- Experience of quality assurance processes and systems

### Qualifications

#### Essential:

Level 3 Diploma in Residential Child Care or the equivalent\*.

\*Equivalent NVQs are defined in the Children's Homes Standards 2015 as

- Level 3 Children & Young Peoples Workforce Diploma with social care pathway
- NVQ 3 caring for children & young people
- NVQ 3 health & social care

#### Desirable:

Level 5 Diploma in Leadership and Management for Residential Childcare  
DipSW/CQSW/CS

### 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. An enhanced DBS check will be requested.*

*We are an equal opportunities employer.*

