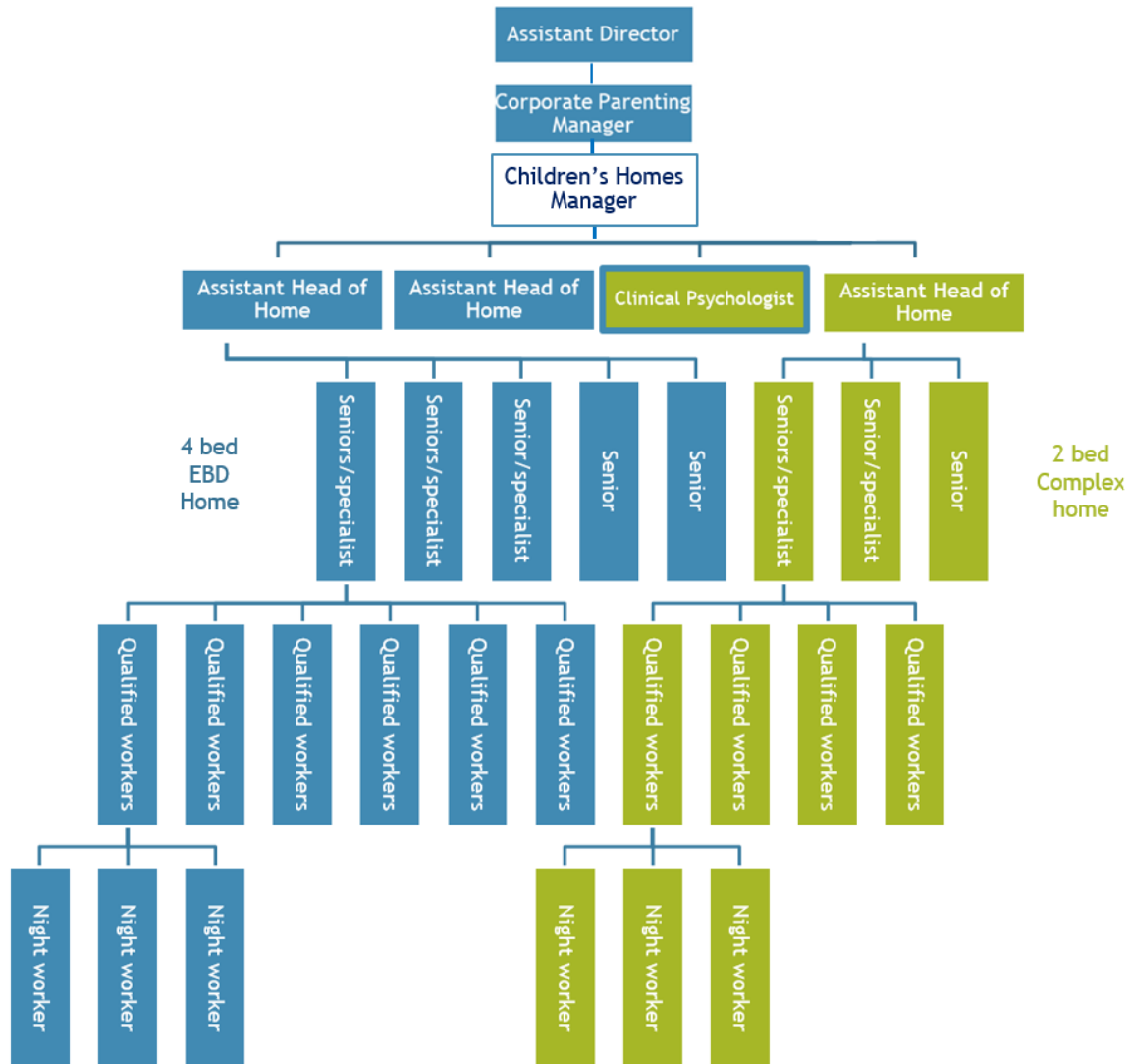
 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job Reference
Job Title	Children's Residential Assistant Homes Manager		
Service	Children's Services – Social Care and Early Help	Team	Children's Residential Homes
Location	Children's Home based		
Reports to	Children's Residential Homes Manager		
Responsible for	2 x senior support worker – Grade 6 Up to 5 x residential support workers – Grade 5 Up to 2 x waking nights – Grade 4		
Grade	Type of position:		Date
Grade 9	Permanent/ Full Time		November 2023
This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.			
<b><u>Service Purpose</u></b>			
<u>Vision</u> Wokingham Borough Council's aim is to enable our most vulnerable children and young people in care to live close to the things they hold dear – close to family, friends, community, and those who care for them most. This service comprises a multi-building children's home including a 4 bed Emotional Behaviour Disorder/Difficulties (EBD) home and up to 2 smaller Complex homes. These homes will enable more children with complex needs to remain in or return to Wokingham and to avoid the use of unregistered placements or children living away from their communities and networks.			
<u>Social Care and Early Help Service Purpose</u> <ul style="list-style-type: none"> <li>Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member.</li> <li>Provision of high quality and effective services to children, young people and families.</li> <li>Provision of effective and high-quality safeguarding services for children and young people at risk of harm.</li> <li>Delivery of high-quality support and challenge to schools, recognising the council's enduring responsibility to promote the best outcomes possible for its children and students.</li> <li>Assurance that the council is effective, ambitious, and successful as a Corporate Parent to the children and young people in its care.</li> <li>Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes.</li> <li>Delivery of effective and efficient services offering good value for money.</li> </ul>			

<b><u>Purpose of the role</u></b>	
<ul style="list-style-type: none"> <li>• To support the Homes Manager in their professional responsibilities and tasks for the effective management of the residential homes, and the provision of a professional, child centered service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures.</li> <li>• To assist in the management and oversight of the budget of their children's home.</li> <li>• To ensure that services are delivered in partnership with all key stakeholders so that children's assessed needs are met on a planned, holistic basis within a family setting whenever this is consistent with their best interests.</li> <li>• To support the Homes Manager with complex issues effectively to develop a responsive and effective service for users, delivered within designated budgets.</li> <li>• To support the Homes Manager in embedding, training, and implementing the chosen therapeutic practice model approach into every aspect of the homes' management.</li> </ul>	
<b><u>Main Accountabilities</u></b>	
1.	To support the Homes Manager to offer timely responses to referrals and appropriate matching to other young people who are residents in the homes.
2.	To support the Homes Manager to ensure that the service meets its statutory responsibility and is compliant with the Children's Homes Regulations (2015) England and to fulfil the obligations set out in the National Minimum Standards for Children's Homes 2002.
3.	To support the Homes Manager to exceed expectations at Inspection and Regulation 44 visits in terms of delivering positive outcomes for young people. This includes updating and maintaining the Statement of Purpose, relevant policies, procedures, and guidelines and keeping up to date with changes and best practice.
4.	To be responsible for all safeguarding aspects in their home and ensure that staff are aware of their responsibilities in safeguarding these young people.
5.	Assist in the development of a professional team that performs to the highest standards. Ensuring effective supervision, staff development and training, in accordance with personnel and health and safety policies and the Children's Homes Regulations (2015) England.
6.	To take immediate management action when the welfare or safety of children or young people is at risk including partnership working with local multi-agency partners, ensuring an open culture in which children feel that they can raise issues and complaints and that they will be listened to.
7.	To assist the Homes Manager in developing and maintaining effective working relationships with local services, partner agencies and the community, e.g., teachers, doctors, psychiatrists, health visitors and police officers.
8.	To provide a responsive service to emergency situations ensuring the safety and wellbeing of the child, and being available for discussion, advice and decision making.
9.	To support the Homes Manager to ensure that an equal opportunities and anti-discriminatory perspective informs all aspects of the work of the homes, to support children with their identity, connections to their networks and communities, and that the Council's Equal Opportunities policy is promoted and adhered to. Ensuring that the

	home or homes function in such a manner that staff and children understand, recognise and celebrate the diversity of cultures and beliefs of the children and within the local and wider community.
10.	To undertake other tasks as may be required within the remit and grading of the post.
<b>Supervision Received</b>	Formal monthly supervision with the Homes Manager.
<b>Supervision Given</b>	<p>To offer formal monthly supervision, regular informal supervision, and accurate electronic system management oversight.</p> <p>To act as line manager for the 2 Senior Support workers, 4/5 support workers, 1/2 waking night staff.</p> <p>This includes assisting with the appointment and deployment of staff, agreeing staff leave, ensuring necessary duty cover as well as the management of issues of poor performance.</p> <p>To ensure that staff managed establish and maintain appropriate professional boundaries with colleagues and service users.</p> <p>To promote a culture for staff, care within the context of health and safety legislation, policy, and guidance, ensuring that robust risk assessments are carried out and implemented within all areas of practice.</p> <p>Leadership of a Team of up to 8/9 different staff over a working week.</p>
<b>Contacts &amp; Working Relationships</b>	<p>Working openly with Quality Assurance to ensure good safeguarding standards and high-quality information recording are maintained.</p> <p>Integrated working with Corporate Parenting colleagues from Here 4 U, COMPASS and fostering to provide respite, placements support and easier transition/step down for children and young people.</p> <p>Forming good working relationships with health, education, YOT and neighbourhood police colleagues to ensure we are meeting the needs of the children and keeping them as safe as possible.</p>
<b>Management of resources or budget</b>	Supporting the Homes Manager to ensure that the premises are maintained in accordance with all relevant Health and Safety legislation, also that the fabric and appearance of the building is maintained to promote a positive image of the council. This includes all procurement and expenditure and meets all budget requirements.
<b>Special Factors</b>	<p>Will be required to travel independently to visit children and young people placed in other provision locations within and outside the borough as part of new placement matching process.</p> <p>Will be required to be on call as part of a duty rota.</p> <p>Will be required to work unsociable hours as part of a management rota when required.</p>

## Organisation Chart



## Person Specification

Qualifications	Essential	Desirable
Professional qualification in (recognized and current) Level 3 in Residential Childcare, or equivalent	X	
Extensive professional work experience as a manager/senior manager in a children's residential setting	X	
Technical Skills.	Essential	Desirable
Good leadership and performance skills and the ability to direct and support a team to meet service needs.	X	
Takes ownership of their responsibilities, meets deadlines and understands. their accountabilities.	X	

Ability to transfer a variety of legislation requirements and regulations relating to care, health needs, health and safety into process, guidance, and policy to ensure the service is always compliant.	X	
Proficient ICT skills for complex report writing and management information purposes.	X	
Good budget management skills.		X
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Carry out all duties with a keen sense of awareness and understanding of the safeguarding requirements within the home.	X	
Knowledge of Children Act 1989 & CH regulations & good standards of practice.	X	
A good understanding of both 'strengths based' and 'outcomes focused' work, with a demonstrable knowledge of appropriate and effective evidence-based problem-solving interventions with children, young people and families, and the skills to support staff in developing these where needed.		X
Problem solving skills and an ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour.	X	
Proven ability in the effective use of care assessment frameworks and tools to produce appropriate, sound, evidence-based care paperwork, identifying strengths and risk, and use these to produce outcomes-focused, individualised care plans that are reviewed and updated appropriately, and a clear understanding of how to support staff to do so too	.	X
Carry out all duties and responsibilities with reasonable care for the health and safety of ourselves and others and report any potential hazards or unsafe practices to the line manager.	X	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Good experience of residential care at a managerial level, work with children and their families, demonstrating a clear understanding of the legislative requirements and range of issues that impact on children and young people's lives.		X
Demonstrable experience of working effectively with children, parents, colleagues, and partner agencies.	X	
Experience of managing high risk individuals and ability to assess, respond and support staff in dealing with complex and high risk / high emotion contexts.		X
Experience of managing staff from diverse backgrounds, professional skills (and life experiences), supporting their development and effective supervision.	X	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Will be required to work in stressful situations, manage own stress & that of others.	X	

Will be required to be on call for duty as requested.		X	
Will be required to work unsociable hours.		X	
Full UK Driving Licence			X
<b>Completed by:</b>	Nathan Whitley	<b>Date: 27/09/2023</b>	