



JOB DESCRIPTION

JOB TITLE:	Registered Manager
RESPONSIBLE TO:	Annie Westbrook (Director)
RESPONSIBLE FOR:	Care Staff & Young Person
HOURS OF WORK:	Full Time
PAY:	Negotiable – depending on qualification and experience

SAFEGUARDING STATEMENT

One to One is committed to the safeguarding of children and young people. Everything we do is intended to promote the safety and well-being of the children and young people we work with.

All employees are responsible for cultivating an environment of transparency and awareness where mistakes can be shared and learnings derived.

All employees take responsibility for questioning and where necessary challenging accepted patterns of relationships and behaviour within each One to One home.

KEY PURPOSE

The Registered Manager is accountable for delivering high quality care to the children and young people within the home. This means that they are responsible for delivery of all care services, as well as the strategic planning for developments within the home, and all day to day management matters. They will demonstrate the ability to build on the well established principles and practice standards existing within One to One and proactively contribute to the continuous improvement of childcare standards across the company.

The Registered Manager is responsible for delivering childcare that is focussed on obtaining the best outcomes for each child and young person within the home. Consequently, they are expected to demonstrate practical leadership in childcare, as well as organise and support staff to provide the best possible care for each child and young person. This involves being

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Director: Annie Westbrook BA (Hons), BSc

personally available, as well as the supervision and mentoring of staff, organisation of work patterns, facilitation of care focussed training, and accessing of appropriate services to support the childcare practices within the home.

As this is a vital role in the lives of children and young people cared for at One to One it requires an active and long term commitment. The Senior Management work closely with each Registered Manager, assisting them to provide high quality care.

The Registered Manager is wholly responsible for ensuring an appropriate staff presence to meet the childcare needs of the children and young people in the home.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To ensure that children and young people receive a high standard of physical and emotional care which enriches their lives.
2. To ensure that care is provided within an environment, which positively integrates race, gender, disability and sexual orientation and meets individual needs.
3. Each child and young person must have a written individual placement plan which is implemented and revised as necessary.
4. Children and young people are involved as fully as possible in decisions affecting them and the running of the home.
5. To ensure that health and safety at work, One to One's policy, and other relevant workplace legislation is implemented and adhered to.
6. To be knowledgeable of, and work within the framework of the relevant legislative requirements and ensure all care staff involved with the young person are fully aware of relevant legal issues.
7. To be responsible for the management of the homes budgets within agreed limits and for the maintenance, monitoring and oversight of all financial records within the home.
8. To ensure that senior management are informed on important matters relating to the running of the Home and the children and young people cared for.
9. To set, monitor and evaluate standards within the home to meet company requirements and to meet the highest standards to obtain and maintain an Outstanding Ofsted rating.
10. To keep under review the developmental needs of staff, to keep informed of current issues and be alert to the organisations training programme and

policies.

11. To take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. To comply with the Company Health & Safety Policy and be aware of/work within the requirements of relevant statutory legislation - Health & Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1992. To prepare and implement appropriate risk assessments and abide by the recommended controls.
12. To generate a professional, yet open and supportive atmosphere within the home, with children and young people and care staff, in order to enable the growth and development of both young people and care staff
13. To assess the developmental needs of the young person, while relating to them in an understanding and meaningful way, and to monitor and improve the home's care plan and practices for the young person. To provide direction to care staff on how best to achieve this.
14. To ensure the young person and care staff are aware of all the procedures relating to complaints, allegations and safeguarding concerns, and how to activate them.
15. To create and develop links between the community and home, while providing the young person with a variety of stimulating activities, and enabling the young person to participate in the life of the local community.
16. To arrange and cover staff absences/sickness/holiday when necessary.
17. To hold one to one supervision with each staff member, for 90 minutes monthly. To appraise staff annually.
18. To attend one to one supervision for 90 minutes monthly.
19. To ensure the physical standards of the home provide a safe and good quality environment for the young people, staff and visitors.
20. To liaise with the young person's placing authority, social worker and other agencies involved with the child or young person.
21. To adhere to the Company Equal Opportunities Policy
22. To work with computers and other new technology and systems as required, and support staff in its use.
23. To undertake any other such duties as required by the Director, commensurate with the post.

OTHER: The successful candidate will need to be approved by the appropriate statutory body. This will require full OFSTED registration in accordance with their respective conditions and timescales.

Requirements of the post include sleeping-in duties and an overall responsibility for the management of the Home and may include some weekend working.

Enhanced DBS required – expense met by company.

The post is subject to a 6 month probationary period.

ESSENTIAL:

1. Must hold the Level 5 Diploma in Leadership and Management for Residential Childcare or the Registered Managers Award and NVQ Level 4 in Care.
2. Within the last 5 years, must have worked for at least 2 years in a position relevant to the residential care of children and at least 1 year in a supervision and management of staff working in a care role.
3. Driving Licence and own car for use at work.