**Job Description**

**Job Title:** Registered Children’s Home Manager

**Location:** East London

**Reports to:** Managing Director

The successful candidate will be responsible to the Managing Director. The Registered Manager will be responsible for all staff working within or from the Children’s Home as identified by the Director.

**Description of Role:**

This is an exciting new role as we open our very first Children’s Home. Our model is unique in it’s approach and we are looking for the right person who is excited to help us drive forward our long term vision for changing the landscape of provision for children in looked after care in the UK.

Our first home is for girls aged between 11 and 16 years old that have struggled to succeed in larger multi-occupancy homes and require a single occupancy home or dual placement to ensure their needs are met. Our home has three bedrooms and our focus is to foster a family like home which supports these young people’s development and success emotionally, mentally, spiritually, physically and financially. We believe these aspects are fundamental for them to grow into adults with a sense of purpose and direction who are able to build their own successful relationships.

Each young person entering into our setting will have been independently assessed as presenting risk taking behaviours, challenging behaviour and emotionally vulnerable. They may have been assessed as having mental health issues and/or additional educational needs.

We specialise in working with young people who may have experienced trauma in their childhood, struggle to develop healthy relationships and whose behaviour has become unmanageable and/or a risk in other settings.

Our model has been developed collaboratively with young people from a background of being in the care system. Our approach is underpinned by Attachment Theory, Choice Theory, and our Character Education Framework (also developed in partnership with young people in designing our alternative education provision).

Fundamental to our model is that of understanding the impact of early childhood trauma on the development of our children’s neuropathways. We promote neurodiversity and are committed to helping our young people to understand, and celebrate, their own unique traits and the strengths that their struggles have given them. This is where our character education comes in to help our young people build a core sense of their authentic identity and self-worth by helping them to identify their own value system and adapt their behaviours to operate themselves in line with these; our experience is that as a person starts to do this, they build their own sense of self love and compassion and this extends to the relationships around them.

By supporting our young people to understand their trauma in creative ways such as music, dance (or whatever creative medium they prefer to use to help tell their story and feel empowered by it), we will support them to build skills which enable them to emotionally regulate.

We aim to provide a nurturing family environment which offers young people from complex backgrounds the consistency and care required for them to flourish and be supported into independent living following their time with us.

You will ensure high levels of emotional, mental, spiritual and physical care, appropriate activities, excellent accommodation and the wellbeing of your staff team. You will support the Managing Director to design and develop appropriate polices and processes in line with our values, vision and ethos.

**The Role**

You will be the ‘Registered Manager’ for the home as specified in the Children’s Homes Regulations 2001 and required to fulfil the obligations set out in the National Minimum Standards for Children’s Homes 2002 and ensure the home operates in line with TransformUK’s Visions. Values and Ethos (See Statement of Purpose for more detailed information). The home will provide medium to long-term placements for young females who have been identified as at risk and/or where other placements have not been successful. Your own emotional, physical and mental wellbeing is of upmost importance to ensure your emotional sustainability, excellent leadership and role modelling and your overall wellness in line with the culture of TransformUK. You will access various benefits to support this including a gym membership, therapy sessions and professional development and leadership. Your verbal and written communication techniques, the ability to form lasting relationships, commitment to working issues through, tenacity in working in a planned way to achieve the best outcomes for the young person through establishing small achievable targets are required. You will be able to demonstrate the seven character strengths of our Character Education Framework: Resilience, Gratitude, Optimism, Humility, Unity, Self-Discipline and Compassion. We are looking for a unique and inspiring individual who has wants to grow with an exciting and dynamic organisation to become a leading provider in the sector of looked after children.

**Duties and Responsibilities Specific to the Post:**

To be responsible for the management, co-ordination and development of a range of quality services for young people referred and/or accommodated within the home.

* To promote the practice of working in partnership with young people, their families, other staff within TransformUK, partner organisations, Children Services, and other agencies, in order to meet the needs of young people.
* To provide effective leadership by implementing organisational strategies, in order to enable objectives of TransformUK’s Childrens Home to be achieved.
* To support the wellbeing and holistic development of the staff team and the young people in our care
* To promote team development and effective team working.
* To promote excellent emotional intelligence and self awareness along with a growth mindset
* To maximise the effectiveness of staff through motivation, development and the application of TransformUK’s policies.
* To take the lead in setting standards and evaluating achievements; to take a proactive role in securing improvements in the quality of our homes and the young people’s experience
* To contribute to the development of policies, processes and initiatives, aimed at improving the quality of our home.
* To ensure that the Statement of Purpose in place operationally
* To support with recruiting a staff team and ensuring they are fully inducted and trained effectively in the TransformUK approach
* To set and review targets and objectives for the home’s staff team in order to ensure that work is focused and has clear direction and to provide supportive and challenging feedback where appropriate to ensure their wellbeing is at an optimal level
* To provide operational management of the staff team and to deploy appropriate staff resources in order that key tasks are fulfilled. To ensure that sufficient back up resources are available in emergency/out of hours situations including participation in an out of hours ‘On-Call’ rota.
* To have line management responsibilities for a staff team, ensuring that all staff receive appropriate induction, supervision and appraisal.
* To be responsible for ensuring a full flow of information into and out of the team and to develop effective communication strategies and systems which assist staff in the operation of their duties.
* To take a lead role in the allocation of a range of services and additional support provided to meet the identified individual needs of young people. .
* To be responsible for the effective management and development of a range of quality direct services to young people. To ensure that the policies and procedures of are implemented.
* To actively participate in recruitment, grievance, disciplinary, health and safety and other staffing matters with support from the Managing Director.
* To ensure that staff training and development needs are identified and ensuring that those needs are met. To assist in training staff as required.
* To ensure that all Health and Safety Regulations are complied with in accordance with TransformUK’s policies, procedures and practices.
* To regularly inspect the condition of the structure, fabric, furnishings and fittings of the building to ensure that all necessary equipment, etc. is in good working order and of a reasonable and acceptable standard of repair.
* To ensure that effective finance budgets, control, administration and records comply with Evolution Children Services expectations and procedures.
* To promote and implement TransformUK’s Equality and Diversity policies and procedures.
* To ensure that staff understand and implement the Child Protection Procedures and Safeguarding our children is an absolute priority
* To undertake any other such duties as required by the CEO or Managing Director

**Note: This post is non residential, but the post holder may be required to be part of a management rota providing out of hours support for the Company.**

**Common Duties and Responsibilities**

**Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so the highest standards are maintained for the experience of staff and the children in our care

**Communication**

To establish and manage the team communications systems ensuring that the culture, ethos and values underpin policies, strategies and training and objectives are effectively communicated to all team members on an ongoing basis.

**Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with our ethos and approaches and continually monitor this.

**Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

**General Management**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, wellbeing and support, the application of the companies policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

**Financial Management**

To manage a designated budget (as required) ensuring that the company achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

**Supervision and Appraisal**

All members of staff will receive supervision and appraisal along with regular group supervisions and 1:1 therapy

**Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have developed policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

These policies apply to all employees of TransformUK.

**Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

**Further Information:**

**Location:** Newham, London

**Starting Salary**: £55,000 – 65,000

**Leave**: 6 weeks per annum

**Hours:** Flexible Working 40 hours per week

**Probation:** Appointments are subject to satisfactory completion of a probationary period, normally 6 months.

**CRB Disclosure:** An Enhanced Criminal Records Bureau Disclosure will be required for this post*.*

**Closing Date:** ONGOING

**Legal and Statutory Responsibilities**

All staff must be prepared to comply with TransformUK’s Health and Safety policies and attend relevant statutory training as required.

TransformUK is committed to diversity and inclusion of staff and service users. All staff are required to demonstrate their commitment to these policies in their day to day work and to treat others with dignity and respect at all times.

All staff are expected to demonstrate a commitment to the vision, values and ethos of TransformUK and be prepared to contribute towards these aims within their staff team.