

## Registered Manager Job Description

At Prime Nurture Services we are committed to achieving the best possible outcomes for our children. This is our primary aim; to create a warm, nurturing environment that supports the safety, growth and development of the children in our care.

Our caregiving is influenced by the PACE model underpinned by Dyadic Developmental Psychotherapy. Our relationships with children are informed by an attachment and trauma-informed approach, as we believe these approaches best explain human growth and development and our response to adverse circumstances. Our staff are trained in attachment and trauma informed approaches. These approaches influence our understanding of our children's behaviours and support our engagement with them from initial assessment through to review and evaluation of intervention.

Our commissioned therapeutic partnership with Enabling Hope supports the development of our children and staff teams through direct works and consultations.

### Purpose

The Registered Manager is accountable for delivering high quality care and accommodation to the children and young people within the home and all services provided by staff. They will work in partnership with the executive team to develop the strategic vision of the company and contribute to the culture of continuous improvement.

The Registered Manager is responsible for utilising effectively all available resources to deliver, evidence-based, outcomes-focussed childcare. They will demonstrate practical leadership and management in childcare, organise and support staff to provide the best possible care for each child and young person.

The Registered Manager is wholly responsible for ensuring optimal staffing to meet the individual needs of children and young people in the home.

### Accountable

The Registered Manager is directly accountable to the executive team and reports to the Responsible Individual.

## Principal duties and responsibilities

### Care for Children

- Demonstrably improve the lives of children and young people in our care.
- Ensure the effective implementation of the Children Act 1989 and the accompanying guidance and regulations, currently the Care Standards Act 2000 and the Children's Homes (England) Regulations 2015. This will be achieved in consultation with the relevant statutory body.
- Ensure that any matters relating to child protection are managed in line with current legislation, national standards and best safeguarding practice.
- Maintain the highest possible standards of childcare and ensure that each child and young person's agreed placement plan is fully implemented.
- Co-ordinate and access the appropriate services (health, education, therapy) to ensure the needs of each child and young person is met.

### Leadership

- Provide leadership and management in childcare practice within the home, modelling best practice to ensure best outcomes for children and young people.
- Supervise and coach the management team, ensuring that they, in turn, model best practice to the staff to improve children's lives and ensure best possible outcomes.
- Actively promote the Prime Nurture Services' approach to childcare.
- Ensure that all Prime Nurture Services' policies and procedures are translated into practice consistently.

### Home Management

- Demonstrably improve the lives of children and young people and ensure that they achieve the best possible outcomes.
- Ensure that the home is managed effectively, efficiently and within available resources.
- Ensure managers and staff are focussed on providing the best possible childcare for the children and young people.
- Contribute to the continuous improvement of the Prime Nurture Services' Quality Assurance Framework.
- Lead and ensure the implementation of the Prime Nurture Services' Quality Assurance Framework, taking responsibility for all duties associated with regulatory compliance. This includes the annual inspection, quarterly dip-sampling, analysis, reporting and action planning.

- Sustain and develop case management and administration systems to ensure effective, efficient childcare, including any administration required to ensure the highest standards of accommodation are maintained.
- Manage the home within the agreed budget, taking full responsibility for all costs required to run the home effectively, efficiently to the highest possible standard.

## **Team Management**

- This must meet with Children's Homes Regulations and National Minimum Standards.
- Supervise and support the staff group ensuring that the team is developed appropriately to meet the specific needs of children and young people as stated in the Statement of Purpose.
- With the management team, ensure that staff supervisions support both childcare and staff development.
- Develop and review a Learning and Development Programme in line with company plans and needs. Supervise and provide observations for staff throughout their NVQ Level 4 Award (Health and Social Care - Children and Young People).
- Complete probationary and annual performance appraisals for all staff to ensure that they are able to continue to provide appropriate levels of childcare.
- Ensure that an effective rota management system is in place.
- Undertake any other duties that may be required.

## **Health & Safety**

- Implement the Health & Safety policies and ensure that all staff comply with all Health & Safety requirements.
- Undertake risk assessments as appropriate.
- Ensure that all incidents/accidents are recorded and reported according to procedures.
- Ensure that fire drills and tests are completed in accordance with procedure, recording the necessary data and identifying relevant learning to inform ongoing practice.

## **Other duties**

Undertake other duties that may be required commensurate with the post.

## Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Must hold the NVQ Level 4 Diploma for Residential Childcare or an equivalent</li> <li>• Must be willing and able to achieve or hold the NVQ Level 5 Diploma in Leadership and Management for Residential Childcare or an equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Social Work</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• Residential childcare (5 years minimum)</li> <li>Child Protection</li> <li>• Supervision of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Social work management</li> <li>• Therapeutic work with children</li> </ul>
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Children Act 1989</li> <li>• Care Standards Act 2000 Children's Home Regulations</li> <li>• Safeguarding children procedures</li> <li>• Audit &amp; Quality Assurance direct work skills</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Staff supervision</li> <li>• Good written and verbal communication</li> <li>Management of budgets and staff rotas</li> <li>IT literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Delivering training</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Committed to achieving best outcomes for children</li> <li>• Flexible in achieving objectives</li> <li>• Demonstrated commitment to ongoing personal development</li> <li>• Adaptive and solution focussed</li> </ul>	
Special Working Conditions	<ul style="list-style-type: none"> <li>• Registered Manager on call duties</li> <li>• Provide cover as needed for other homes</li> <li>• Driving licence</li> </ul>	