



<b>Job title:</b>	Registered Manager
<b>Bristol grade:</b>	BG 14
<b>Managed by:</b>	Team Manager
<b>Responsible for:</b>	Deputy Managers, Senior Residential Child Care Workers, Residential Child Care Workers, Domestic & Admin staff.
<b>Directorate:</b>	People
<b>Service area:</b>	Children's Placement Services

**Purpose of the job**

Responsible for leading culture change and delivering the residential home's objectives in line with a therapeutic approach to care for, support and meet the needs of children in our care whilst leading and managing the team to achieve this.

To provide exceptionally strong and motivational leadership to all staff, leading by coaching and mentoring, and improve performance.

**Key job outcomes/accountabilities**

- To be the Registered Manager of the home and work with OFSTED to support this.
- To pro-actively lead culture change within the home using recognised change tools and techniques to deliver a service that's fit for purpose.
- Manage a children's home ensuring an excellent standard of care that is underpinned by therapeutic approaches and in accordance with relevant legislation, procedures, policies and 'Statement of Purpose' for the home.
- Produce, lead on and progress development plans for their individual children's home and the service that ensures the delivery of high quality, therapeutic informed practice, and report on performance to statutory bodies and senior management.
- Co-ordinate and monitor quality of care, casework and administrative functions of the home and evaluate standards of performance against targets.
- Lead, assist and supervise in the continual assessment of children's needs and to identify and prepare specific development plans, working with partners where appropriate, to ensure the most appropriate service provision.
- Leading on all aspects of recruitment and people management to support staff to achieve the highest standards of care.
- Deliver comprehensive staff training & development programme to enable staff to provide the necessary skills and expertise to meet the needs of children and perform their role.
- Ensure financial & administrative procedures are adhered to and to work within a budget.



### **Key job outcomes/accountabilities**

- Support the development of supportive and therapeutic relationships between staff, children and other stakeholders. Liaise with various internal/external multi-disciplinary teams and commissioning authorities to ensure the care needs of our cared for children are met effectively and in a timely manner.
- Ensure the efficient, safe management of the home, including budget management, health and safety regulations, statutory regulations, adequate staffing levels and be part of an on-call system.
- Ensure that professional ethics and behaviour are demonstrated by all staff at all times. Actively co-ordinate the service provision and be a focal point for support, advice and coaching to all staff within the home. Ensure all clinical practices and medication processes within the home are conducted in line with legislation.
- Work with managers to ensure that staff work together and with others towards meeting the emotional and physical needs of the children and planning for positive outcomes.
- Responsibility for safeguarding and promoting individual rights, providing good quality care which is free from oppression and where differences are respected and valued.
- Accountable and responsible for liaising with regulatory organisations in relation to the way the home is managed ensuring all necessary documentation required by regulators is completed to a high standard and be available for inspections/checks or interviews as requested.
- Promote appropriate and therapeutic relationships between staff, children and families, promoting the children's involvement and participation in the day-to-day life of the home.
- Maintain a homely, nurturing, clean and safe environment; ensure that the physical state of the building is maintained to a high standard and that all repair/maintenance problems are dealt with promptly.
- Participate in a range of corporate and management activities as defined by the Team Manager. To chair meetings, reviews and discussions as necessary.
- Any other such duties as may be required from time to time by Management.

### **Additional Information**

Please note that this role is subject to an Enhanced DBS Check.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### **General Accountabilities**

- A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.



- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- E. Ensure that all mandatory training is undertaken as required. For example – Bristol City Council’s Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.