



JOB DESCRIPTION

DIRECTORATE:	Families & Wellbeing
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SERVICE:	Children's Social Care
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POST DETAILS:

Job Title: Registered /Supported Accommodation Manager

Grade: 9

Location of Work: Warrington Borough Council Children's Homes

Directly Responsible To Service Manager – Families First and Residential Service

Hours of Duty: 37

Primary Purpose and Scope of the Job:

To effectively manage a team of staff providing care for children & young people in a residential / supported accommodation setting in accordance with legislation and departmental policies and procedures.

To ensure that the care provided is of the highest quality in an environment which supports and encourages children to reach their full potential.

Safeguard and promote the welfare of the cared for children and young people.

To ensure that if responsible for the management of a children's home that it operates within the National Minimum Standards and Regulations for Children's Homes and in both to develop a service that offers outstanding results for children and young people.

WORKING RELATIONSHIPS:

To work in partnership with all other professionals who have a responsibility to act as corporate parents to young people who reside in the home / supported accommodation and to expand on networking to further develop the service.

To build appropriate relationships with young people to enable them to have the confidence to approach and raise any ideas or concerns.

To have the ability to communicate with the young people at a level of understanding to meet their individual needs.

KEY TASKS AND ACCOUNTABILITIES:

1. To lead and manage the team, and the resources within the team, to ensure the delivery of a high quality service, according to the philosophy, targets and objectives for the service. To provide for children and young people a safe and stable environment.
2. To prioritise and allocate work within the team in order to maintain service provision and to meet the demand arising within Children's services, and to ensure that services are targeted, developed and delivered within policy and legal obligations.
3. To ensure the direction and motivation of the team by the provision of good quality and timely support and supervision for team members on a regular and frequent basis. To ensure performance review development are carried out in accordance with departmental policies and procedures. To carefully monitor staff members adherence to clear professional boundaries in relation to the children/young people in their care.
4. To ensure that documentation, record keeping, accounting, and communication is maintained within the team, and that effective partnership working across the statutory, voluntary, and independent sectors is established and maintained. To ensure the co-ordination and delivery of integrated services to improve the outcomes and achievements of cared for children and young people.
5. To be accountable for all elements of individual cases within the teams workload in accordance with policy and procedures, and for staff care and development of team members in accordance with policy and procedures.
6. To ensure the health and safety of staff and individuals, and the safety of equipment and operations within the team, in accordance with the Health and Safety at Work Act.
7. To take some responsibility, alongside the service manager for managing delegated budgets, to enable support for individual care plans in accordance with departmental policies and procedures, and ensure that resources are effectively deployed to provide the highest quality service for cared for children and young people. To ensure that the planning, monitoring, and reviewing of expenditure and financial commitment against the budget are provided within cost limits.
8. To ensure the regular and effective analysis, monitoring, measurement and maintaining of the performance of the team. To identify areas for improvement and development, and ensure that these are addressed through team and personal development plans, with access to appropriate continuing professional development.
9. To be involved in the safe recruitment, induction, development and management of staff within Directorate policies, to ensure that staff perform to a high standard and to maintain the required levels of competence and attendance. To support and assess relevant staff in relation to appropriate awards.
10. To produce and implement an annual team plan as required and in accordance with directorate and corporate policy.
11. To ensure the development and regular use of quality assurance processes in the scrutiny of front line practices, and to provide monthly monitoring checks as required under the regulations and national minimum standards.

To develop and maintain a child centred and systemic environment, in which children and young people can receive high quality physical, emotional, social, and intellectual care through positive role models. To liaise with other professionals, listening to and involving children and young people, staff, and parents/carers where possible to ensure that the service delivered reflects the needs of the cared for children/young people.

1. To encourage appropriate behaviour and manage challenging behaviour both within and outside the home.
2. To respond to and ensure appropriate action is taken following internal and external inspections, audits, complaints and investigations.
3. To take responsibility for own professional development and participate in supervision, performance review development and training events as agreed.
4. To have a confident understanding, keep up to date, and comply with any legislation, statutory requirements, departmental policies and other regulations and procedures, in particular in relation to Safeguarding, Health & Safety, Equal Opportunities, Data Protection, ensuring that they are being adopted and adhered to and ensure that staff are appropriately briefed or trained to enable them to do the same.
5. Notwithstanding the detail in this job description, in accordance with the council's flexibility policy the job holder will undertake such work as may be determined by the Director/Operational Manager from time to time, up to or at least a level consistent with the principle responsibilities of the job and in any location with Warrington Borough Council.

REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Date Job Description Prepared/Revised: 10th September 2020

Prepared/Revised By: Darren Davies

Agreed Job Description Signed By Holder: _____
(To be signed only following appointment)

Date Job Description signed by Holder: _____

