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Co. Reg. Number 5564417

JOB DESCRIPTION

Position: Registered Manager
Line Manager: General Manager

INTRODUCTORY STATEMENT

This post represents the standards, authority, responsibility and accountability of a Registered Manager.

The Registered Manager fulfills an important role within the organisational structure of ROC Northwest Ltd. As such, he/she will be expected to play an active part in, and make a significant contribution to, the ongoing development and improvement of the work of the home, the care staff team and the programmes and activities for young people.

The core purpose of the role of the Registered Manager is to:

To lead and manage one of ROC Northwest Ltd's registered homes to provide an emotionally secure, consistent, warm, supportive and caring environment for the young people and to encourage their social, physical, emotional intellectual and moral development so that they may realise their own potential.

STANDARDS

This job description requires the post holder to perform his/her duty commensurate with the agreed standards for:

- Children's Homes – Quality Standards and Regulations
- The Children's Act
- Ofsted Framework and Regulations
- BILD – Autistic Spectrum Disorders

It is the responsibility of the post holder to be fully aware of the standards that ROC Northwest Ltd require in carrying out the duties in this job description.

TRAINING:

All staff are required to attend full induction training including Child Protection and Physical Intervention before commencing employment. This training will be provided at no cost to the employee. Registered Managers must have a level 3 diploma in Health & Social Care (or equivalent) – Children and Young people or equivalent to this course. A level 5 in leadership and Management – children & young people is desirable, if not completed all Registered Managers must achieve this within 2 years of commencing post, unless they already hold an appropriate qualification

AUTHORITY

The post holder has delegated authority from the General Manager to carry out his/her duties as a Registered Manager of one of ROC Northwest Ltd's homes. The authority is within that laid down in the company's policies, procedures and routines, and agreed line management structure. If at any time the post holder is unsure of the authority that he/she has to carry out his/her role(s) he/she should discuss the matter in the first instance with his/her line manager.

RESPONSIBILITY

Within the framework of ROC Northwest Ltd's Statement of Purpose and its policies, procedures and routines, the responsibilities of the Registered Manager are set out below. The post holder should also be aware of the responsibilities of a Residential Care Worker, which applies to all staff working on line with young people.

The Registered Manager is responsible for the following:

Description
The child's wishes and feelings and the views of those significant to them.
Promoting diversity, a positive identity and potential through individualised care
Promoting positive behaviour and relationships
Safeguarding children
Children missing from care
Promoting good health and wellbeing
Working and maintaining a positive relationship with professionals and external agencies
Leisure activities
Promoting educational achievement
Promoting and supporting contact
Providing a suitable physical environment for the child
Preparation for a placement
Promoting independence and moves to adulthood and leaving care
Statement of Purpose and children's guide
Fitness to provide or manage the administration of a children's home
Suitability to work with children
Sufficient staffing of the home
Training, development and qualification of staff
Staff support and supervision
Handling allegations and suspicions of harm
Handling fact finding, investigations & disciplinarians
Managing effectively and efficiently and monitoring the home
Records
Notification of significant events
Placement Plans & Reviews
Be up to date on the Quality Standards, children's act and Ofsted's children's homes framework

Leadership and Management.

- The general leadership and management of a team of staff and young people.
- All aspects of the day to day management of the house and its programmes and activities, ensuring that it operates in a smooth, effective and efficient manner.
- Delegating and rotating daily tasks and responsibility to members of his/her care staff team in a fair and consistent manner.
- Modelling high standards in your dress code, professional courtesy and manners, communication, report writing, dealing with issues and conflict resolution.
- Preparing the agenda for meetings and for chairing and taking minutes.
- Training new staff in care staff procedures and routines.

Young People

- Ensuring that the children's guide to the home is in a form or forms appropriate to the age of and understanding of the children in the home.
- Identifying and assessing each young person's problems and needs.
- Assigning a Key Worker to each young person.
- Oversight of the writing and content of *all* aspects of the young person's Placement Plan.
- Making arrangements for monitoring the implementation of the plan, monthly contact summaries and for contributing to reviews.
- Attending internal and external review meetings.
- Developing and maintaining positive and appropriate relationships with each young person to ensure that his/her needs are met.
- Ensuring written copies of reviews are made available to each young person and that they are assisted in understanding the contents and any implications for them.
- Ensuring that social and recreational activities for each young person are assessed for risk and are well planned, organised and adequately supervised. Ensuring that members of staff are involved in the activities.

Staffing

- Assisting the General Manager and Directors in the appointment of staff.
- Ensuring the provision for training for all members of staff.
- Giving a high priority to your 'duty of care' towards all members of your care staff team and for ensuring that all they are adequately supported.

Communication.

- Ensuring that there is good communication between all members of the care staff team, both in daily face to face contact with each other as well as through handover and other meetings.
- Ensuring that all members of staff are fully aware of policies, procedures and routines concerning the communication of personal and sensitive information.

Monitoring and Quality Assurance. Ensuring that all members of staff:

- Provide a high standard of care for each young person, with particular regard for general health and personal hygiene.
- Create and promote opportunities for each young person to have regular contact with and visits from parents, guardians, relatives and friends.
- Maintain and sustain high standards of hygiene and cleanliness within the house.
- Are aware of the extent of their role and responsibility and fulfil their duties to a high standard.
- Play their part in maintaining the fixtures, fittings, furniture and fabric of the house to a high standard.

Performance Management.

- Conducting the fortnightly and monthly supervision sessions with all members of the care staff team.
- To participate in his/her own (Registered Manager) supervision session.

Administration.

- Attending management meetings as and when required.
- The control and distribution of house finances. Keeping accurate and up to date financial records. Preparing financial reports for the General Manager.
- Ensuring that the results from all reviews are recorded on a child's file by a named member of staff. Furthermore, that all professional records, including staff files, are kept in good order, filed securely and are up to date.
- Completing the weekly staff rota and in ensuring that the General Manager receives a copy.
- Recording and monitoring holiday requests to ensure that all shifts can be covered and are adequately staffed by competent workers.

Policy Procedures and routines.

- Ensuring that the homes policies, procedures and any written guidance to staff are clear and accurately reflect the Statement of Purpose.
- Ensuring that all members of staff comply with the requirements of ROC Northwest Ltd and related legislation concerning children, including ensuring the maintenance of fire precautions, fire drills, fire registers, Health and Safety precautions and risk assessments.

Community Relations

- Establishing and maintaining good relations with neighbours and the local community, with particular concern for the needs and protection of the young people in the house.
- Establishing links with the local Child Protection Agency and Police.

On Call

- Sharing On-Call duties on a monthly rota.

Working on-line

- Sharing sleep-in and working on-line duties on a monthly rota.

Also: To carry out such duties as are required and as are commensurate with the grade of the post. This may include work in any of the registered homes or registered office of ROC Northwest Ltd.

ACCOUNTABILITY

In the first instance, the Registered Manager is directly accountable for the above responsibilities to the General Manager, but ultimately to the Directors of ROC Northwest Ltd.

This job description sets out the standards, authority, responsibilities and accountability of the post at the time it was drawn up. Elements of this job description may be changed as part of the annual review of policies, procedures and routines of ROC Northwest