

JOB DESCRIPTION: RESIDENTIAL MANAGER

Job Title:

Residential Manager

Main Purpose of Job:

To manage the residential house effectively and efficiently, ensuring the effective delivery of the main responsibilities and key result areas identified within the role of Residential Manager.

Responsible to:

Operations Manager.

Salary Scale:

£

Hours of Work

37.5 hours per week

Key Duties and Responsibilities

- Responsibility for ensuring and promoting the safeguarding of any young people that you may come into contact with.
- Work in accordance with FTS CARE LTD vision and aims.
- Work in accordance with SSSC Codes of Practice.
- Work within and follow all guidance from our regulatory body, Care Inspectorate.
- Take overall responsibility for all staff, delegating effectively and appropriately.
- Manage and monitor staffing costs, staffing structures and shift rota's, ensuring they meet requirements of the children's needs and are in line with allocated budgets.
- Ensure all staff are aware of their responsibilities in relation to adherence of policies, both in the house, the organisation and those set out in the regulation of care standards.
- Ensure all staff adhere to and work within the policies and procedures established in the organisation and the house.
- Develop and make known to staff a variety of intervention strategies regarding behaviour management. In order that children can develop coping mechanisms and changes in patterns of behaviour.
- Take a lead in ensuring meetings and reviews of children and staff are delivered within required time scales.
- Ensure effective delivery of individual care planning requirements for children and young people.
- Ensure that the high standards expected in the delivery of care are upheld, and that the standing of the company is maintained.
- Ensure the home has sufficient and varied information which is accessible to all regarding access to support agencies that will promote the health and well being of children & young people in placement.
- Take the lead in ensuring an open culture is created, one in which children feel that they can complain and that they are listened to.
- Ensure that the house functions in such a manner that staff, children understand, recognise and celebrate the diversity of cultures and beliefs within the local and wider community.
- Complete the administration of financial and staffing related matters in the house within the prescribed time scales.
- Work in collaboration to manage all employee relations within the home, in line with current employment legislation and FTS CARE LTD policies and procedures.
- Work within the code of confidentiality and ensure that records in the house are stored and held in a manner which is compliant with regulations.
- Undertake and participate in any required training programmes which are relevant to the employment of staff working in children services, paying particular regard to residential care and the management role.
- Provide staff with sufficient information that ensures they understand the role of a key worker and devise monitoring systems, which will ensure this is delivered to a high standard.
- Promote and actively encourage the professional development of staff.
- Ensure that all administrative requirements of the home are maintained in such a way that they are compliant with good childcare practice, house procedures, company policies and Health & Social Care Standards.

- Ensure staff are aware of and deliver the support required, to ensure the life chance opportunities of children are met in relation to their social, educational, leisure, emotional, physical and cultural needs.
- To have systems and processes in place which all staff understand, are compliant re; Safeguarding and Child Protection as set out within [National guidance for child protection in Scotland - gov.scot](https://www.gov.scot).
- At all times promote and ensure anti discriminatory practice.
- Produce, co-ordinate and edit reports to ensure they are delivered to a high standard.
- Design systems and processes for the delivery of supervision, and Personal Development Plans (PDP) to all members of staff, working within the organisation policies and procedures.
- Directly deliver supervision to identified members of staff, in relation to Supervision and Personal Development Plans (PDP).
- Work as part of a multi-disciplinary team.
- Promote and actively encourage the delivery of a safe, structured and nurturing environment.
- Safeguard and protect the health and well being of children & young people.
- Work in partnership with families, local authorities and external agencies.
- Have overall responsibility for the Health and Safety requirements of your service/the organisation and are therefore expected to achieve a relevant Qualification while following Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and carry out relevant risk assessments of unsafe practices and conditions that present a safety risk.

Other Requirements:

- The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.
- Any other reasonable management instruction

The above job description forms part of your main terms and conditions of employment. The Company reserves the right to vary duties and responsibilities at any time.

Person Specification: Residential Manager

	Essential Criteria	Desirable Criteria	Method of Assessment
Education and Qualifications	<ol style="list-style-type: none"> 1. Educated to SQA Standard. (Can be evidenced in other professional training) or ability to demonstrate competency at this level. 2. SVQ 4 and HNC (or equivalent). 	<ol style="list-style-type: none"> 1. Management (RMA, CCSM) or working towards these. 2. Professional Care qualification (DipSW, CMS, CQSE, Registered Managers award). 3. Appropriate registration with the SSSC for Residential Child Care Workers. 	Application form and certificate check and interview.
Skills and Experience	<ol style="list-style-type: none"> 3. High standard of reporting and recording. 4. Evidence of undertaking a supervisory role in relation to staff within a residential environment. 5. Experience of formal and informal supervision of staff. 6. Leadership and motivational skills. 7. Good interpersonal skills. 8. Work using own initiative. 9. Good communication skills. 		Application form, references and interview.
Knowledge	<ol style="list-style-type: none"> 10. Wide knowledge of the behaviours displayed by children and young people and an understanding of a myriad of intervention strategies. 11. Working Knowledge of legislation in relation to child care including National Care Standards, Children (Scotland) Act 1995, GIRFEC. 		Application form and interview.

	<p>12. An understanding of the process of child development.</p> <p>13. Knowledge and understanding of the principles of team work.</p> <p>14. Understanding the principles of safe guarding and child protection.</p>		
Ability	<p>15. To apply systems and processes within residential homes that are compliant with the national care standards.</p> <p>16. To develop and maintain effective team working practices across the staff group.</p> <p>17. To convey to the staff the knowledge and skill required in applying a variety of intervention strategies.</p> <p>18. To communicate with outside agencies, children and their families</p> <p>19. Promote the health, safety and wellbeing of children, young people and staff</p>		Application form and Interview
Other Requirements	<p>20. A willingness to participate in all in house training.</p> <p>21. Ability to work shifts including evening and weekends, in exceptional circumstances as required</p> <p>22. Full UK driving licence.</p>		Application form and interview and licence check