



## Job Description

Job Title: Team Manager

POSCODE: HAY00668

Grade: L

### Overall Purpose of Role

To manage Arnold House Children's Home which provides long-term residential care for children who have a diagnosis of Autistic Spectrum Disorder and associated learning disabilities.

As the Registered Manager you will be responsible for ensuring that the day-to-day management of the home remains compliant with Ofsted regulations and in line with the ethos of the home. You will act on behalf of Northamptonshire Children's Trust to ensure that the staff team provides a high standard of consistent care and service in accordance with legislation, central government guidance, regulations and standards, and the policies and procedures.

You will be committed to and focussed on improving the outcomes for the children and young people living in the home and on developing their life opportunities and chances.

### Main Accountabilities

Main Accountabilities	
1	<p>The Team Manager is required to lead, manage and direct the day-to-day operation of the home. Each home is made up of a staff team of around 21 staff, plus a bank of sessional workers, comprising of Assistant Team Managers, Senior Residential Care Workers, Residential Care Workers and support staff. The Team Manager is legally responsible for ensuring that the home complies with National Minimum Standards, The Care Standards Act 2000 (Registration)(England) Regulations 2010, The Children's Homes (England) Regulations 2015 and in accordance with the Care Standards Act 2000.</p> <p>All duties must be carried out in accordance with prescribed standards, procedures and protocols, taking case related decisions in accordance with the scheme of delegated authority for Children's Social Care Services and within the relevant Legislation governing Regulated Services to ensure the Safeguarding of Children within the home.</p>
2	To develop and write the Team Plan which ensures that the home contributes to meeting the objectives and performance targets set within the NCT Residential

	Service Action Plan and the wider plan for NCT; to ensure that an efficient and effective service is provided, and to continually develop and improve the service for the young people, performance managing the team to achieve the relevant objectives and targets.
3	To recruit, supervise and appraise staff in line with the Trust requirements and in accordance with the statutory requirements for Children's Homes and to ensure that the staff have the relevant qualifications, skills knowledge and training to provide an effective and efficient service.
4	To develop and maintain partnership and multi-agency working, in order to ensure that services and agencies work together effectively to assess risk and respond to identified need to safeguard children and to promote effective information sharing with partner agencies. This will include pro-actively developing relationships with schools to champion the needs of Children in Care in order to ensure pro-active work to support improved outcomes for the education of the children and young people in our care and developing links with Health services to ensure effective screening of young people's mental and physical health.
5	To manage a budget, to ensure efficient and effective use of resources, to monitor expenditure monthly, capturing patterns in expenditure to inform budget planning and setting within the Directorate.
6	To secure service improvements through effective audit, quality assurance, management of data systems, performance management of staff and timely management of complaints in accordance with the Trust's statement of required practice and external regulation and inspection.
7	To develop and sustain a performance culture which delivers results taking into account national and local requirements and is flexible to meet the changing requirements of the inspection framework and legislation. To design and review performance targets to agreed standards and indicators so that the service continually improves and is at all times ready for its inspections by Ofsted.
8	To manage effectively the maintenance and health and safety of the home, ensuring that contractors comply with all health and safety legislation and maintain safe systems of work whilst on site. To effectively audit and monitor fire safety and emergency plans and carry out a full quarterly audit of health and safety systems to ensure that the home complies with all aspects of health and safety legislation and good practice.
9	The Team Manager must ensure that there is management support available for the staff team at all times and is therefore on call 24 hours a day, 365 days per year. This responsibility is shared between the Team Manager and the Assistant Team Manager.
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

11	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.
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**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
	QCF Level 5 Management Qualification (as of April 2014). Registered Manager with Ofsted (Interview process separate to and over-rides NCT interview process).	Essential

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
<b>Knowledge:</b>		
	Knowledge of Child Care Legislation including Statutory Child Care.	Essential
	Knowledge of current research relating to Children Social Care generally and specifically to the relevant service area.	Essential
<b>Skills:</b>		
	Ability to manage staff demonstrated through previous management experience, mentoring and coaching.	Essential
	Ability to manage the performance of individuals and the team and to nurture a positive and learning working environment and culture.	Essential
	Ability to manage budgets demonstrated through a sound understanding of the principles of budget management.	Essential

	Ability to communicate with children and young people individually and in groups including non-verbal young people.	Essential
	Ability to facilitate change	Essential
	Ability to promote the rights of children and young people through presentations, articles, workshops, seminars, training sessions and other.	Essential
	Ability to establish and sustain effective working relationships.	Essential
	Understanding of issues of confidentiality	Essential
	Skills in negotiation with managers, staff and carers to achieve the resolution of issues and potential disputes	Essential
	Emotionally mature and resilient. Able to handle conflict sensitively and involve respect and credibility.	Essential
	Commitment to protecting and promoting the right of all children to participate and make choices. Belief in dignity and worth of each individual	Essential
	Ability to organise workload effectively and to work under pressure Able to work and achieve deadlines. Able to work on own initiative. Able to work under pressure.	Essential
	Ability to use resources creatively and flexibly within a contractual framework.	Essential
<b>Experience:</b>		
	Extensive post-qualifying experience in the Residential Care sector including knowledge and experience of working with young people with a diagnosis of ASD and learning disabilities.	Essential
	Previous experience of multi-agency working	Essential

<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
<b>Safeguarding</b> ( <i>include for roles working with children/vulnerable adults</i> )	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

<b>Disclosure level</b>	
<b>What DBS Level is required for this post?</b>	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

<b>Working Arrangements</b>	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input checked="" type="checkbox"/>
Flexible	<input type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>