

**Senior Residential Manager
Job Description**

Job Title:	Senior Residential Manager
Main Location:	Rowden House School
Responsible To:	Head of Care / Registered Manager & Principal
Subordinates:	Home Managers, Shift Leaders, Residential Support Workers (the residential care team)

PURPOSE

Rowden House School will divide its residential provision into 2 clusters, requiring one Senior Residential Manager to manage each 'cluster' for around 12 to 15 pupils in total. This senior position requires someone of a Registered Manager calibre, or those aspiring to become a Registered Manager in the near future.

MAIN RESPONSIBILITIES

- To be part of the senior care leadership team in helping to lead the children's home and provide direction, guidance, support and leadership to all residential care staff in their delivery of a coherent care service in accordance with the principles and values contained in the School and SENAD Policy Documents and in accordance with regulatory requirements.
- To become the Registered Manager for your cluster, if requested and after a period of training and development.
- To model best practice approaches and support staff and managers through significant challenging episodes with young people.
- To directly line manage the Home Managers.
- To safeguard and promote the welfare of children and young people at all times, ensuring all safeguarding concerns and activities are reported, tracked and evidenced.

KEY TASKS

Staffing

- Coordinate effective rosters that ensure a safe level of service with the Rota Coordinator
- Ensure Isys accurately updated by Home Managers
- Audit care staff supervision to ensure they receive the correct quantity and quality as per policy, conduct regular supervision with the Home Managers on your wing / 'cluster'
- Coordinate Performance Appraisals within timescales, conduct regular appraisals with your first reports

- Deliver sound and regular communication through staff meetings and deliver effective debriefs after all incidents, delegate areas to Home Managers as appropriate.
- Ensure key workers receive adequate support, direction and have the resources available to perform their role adequately.
- To take part in the senior on call rota.

Young people

- Ensure safeguarding processes are fully met and recorded and that your staff team are well trained and responsive to all areas of concern and improvement.
- Guarantee all care plans are up to date and presentable through a robust auditing process.
- Ensure all Schedule 3 files are up to date and presentable.
- Ensure care is represented in all statutory reviews (LAC, Annual, etc), including a member of the care management team.
- Ensure care is represented in internal meetings.
- Ensure regular contact occurs with stakeholders (such as parents, guardians, friends, relatives, social workers and placings authorities) through a robust auditing process.
- Monitor all aspects of the recording of information for young people and ensure it is sound, accurate and up to date.
- To include and consult with young so that they have valuable input into their lives in the home.
- Take an active role in coordinating regular house meetings to ensure the young person's voice is paramount and that effective communication tools are engaged.

Environment

- To keep the houses in your cluster well maintained, homely and safe at all times; reporting all maintenance issues promptly and seeing them through to a swift conclusion
- Ensure the homes are kept clean and tidy.
- To include young people in how the house looks and feels.

Physical Interventions/Incidents

- Oversee all PI records for the wing, ensuring they are accurate, completed within timescale and signed off.
- Oversee all consequences for the wing, ensuring they are accurately recorded, completed within timescales and signed off.
- Ensure staff and young people have relevant and effective debriefs.
- Monitor all aspects of behaviour management and escalate concerns.
- Report all relevant incidents as appropriate, and ensure appropriate actions and learning outcomes.

Activities

- To ensure that relevant activities occur on a regular basis for the young people, including during school holidays
- Plan and coordinate a holiday for each resident as least once a year
- Ensure young people input into the choice of activities.

Training & Development

- To complete the required Level 5 Diploma in order to assist succession planning to take on Registered Manager status (for one cluster) if required
- Access and monitor the training database regularly to ensure the staff team complete all relevant mandatory training and that our Diploma Level 3 access is at the required level
- Ensure staff team receive relevant specific training for the young people they care for.

Budgets

- Manage the budgets assigned to the homes
- Ensure the Home Managers support young people with managing their budget allowances.

General

- To guide the OFSTED and Quality Assurance inspection processes, providing confident and accurate responses / evidence as required. To action resulting improvements.
- To co-work effectively with the education team, health and therapy specialists to provide an integrated support programme for young people.
- Responsible for following the SENAD Recruitment & Selection Policy and Procedure, and working closely with Human Resources in all staff issues.
- To provide strong and consistent leadership, guidance and management to all care staff, being involved in the disciplinary and grievance process as required.
- Work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns immediately.
- To undertake any relevant training as commensurate with the role.
- To undertake any other duties reasonably required.

- You as an employee are required by the Health & Safety at Work Act 1974:

- To take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- To co-operate with the Company to ensure compliance with the law.

- You as an employee are required under the Management of Health & Safety at Work Act:

- To inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health & safety;
- To ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

The senior on call is required to be contactable for emergencies throughout the rostered period.