



JOB DESCRIPTION

Job Title:	House Manager
Responsible to:	Head of Care/Registered Manager
Main Location:	Maple View School
Subordinates:	Team Leaders, Senior Residential Support Workers, Residential Support Workers.
Hours:	37.5 per week, 52 weeks of the year

Main Purpose of the Job:

- The House Manager is a senior role within the school to support with the duties and responsibilities of the Head of Care/Registered Manager.
- To help lead the children's home with the RM 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 model best practice approaches and support staff and managers through significant challenging episodes with children.
- To be part of the Designated Safeguarding Lead (DSL) team within the home/school.

Key tasks:

- To effectively line-manage a staff team including Team Leaders and Support Staff to ensure the efficient running of the home and to create an atmosphere conducive to the best interests of the children.
- Ensure an effective and regular system of staff debrief and support following testing interactions with children or families.
- Provide data support to the Registered Manager/Head of Care for the completion of the Reg 45 report, Development Plan, Statement of Purpose, OFSTED action plan and any other required documents.
- Undertake the senior-on-duty role and senior-on-call role as part of a shared rota.

- To share responsibility with the Head of Care and Head Teacher for safeguarding the children in the home and the school. Ensure and encourage that your team are able to raise concerns with you about any area of work or practice.
- To work with the RM and other senior staff to ensure that all Child Protection and Safeguarding policies and procedures are followed and any issue is managed carefully and promptly to a satisfactory conclusion. Ensure all relevant staff are appropriately trained and updated in this area and display the core value of safeguarding in all elements of their practice.
- You will lead & develop positive behaviour support for the school. You will help and offer advice on behaviour analysis & help to support teams of staff who are working with challenging children. You will be responsible for maintaining the ethos of NAPPI within the home/school and conduct NAPPI practice to support staff confidence in working with children.
- Work with HR to manage staff issues related to; recruitment, supervision, absence, disciplinary or grievance or any other matters that need to be managed or resolved through this route.
- Provide good quality supervision & performance management to the Team Leaders and RSW's.
- To coordinate an effective rota system, to ensure there are suitable staffing levels on each shift.
- To be on shift when required and model good child care practice.
- To co work effectively and professionally with the Education team and other specialists in order to provide an integrated support programme for children.
- Conduct regular auditing of the home to ensure good practice is continually followed, make improvements as necessary and strategically manage a process of continuous improvement for the home.
- Spend periods of time in the home to allow an opportunity for staff to familiarize themselves with senior managers. This will also act as a further opportunity to monitor the practice in the home and to role model expectations.
- To ensure the effective recording and evidencing of information around the home to include children's files, behavior information, health and safety and environmental changes.
- To challenge practice that is not in line with the ethos of the home and for the improvement and benefit of the children.
- To support the transition process of children (into and out of the home) and participate in the Review and Assessment process for children.
- Continue to professionally develop yourself in order to improve the knowledge and skills you have and to improve those of your colleagues & the service.
- Cascade information from training and legislative frameworks to update and to improve the service, deliver 'tool box talks' and ensure learning is embedded / evidenced 'on the ground'.
- Ensure your staff team receive a sound Induction into the School, keep their training up to date and support colleagues to achieve the Level 3 Diploma in the required time frame.

- At all times follow SENAD policies and procedures. To work as part of the team across SENAD - promoting the policies, vision and ethos of the organisation, in particular in relation to Equality & Diversity and the Equal Opportunities Policies and Procedures.
- Some travel around the UK will be required.
- It is your professional responsibility to help protect those in our care and keep yourself and colleagues safe. Where you are required to provide close contact care, support or any level of physical intervention you will be required to wear PPE and take part in regular Coronavirus testing, this is mandatory across our services. In addition, you may be required to care for or support those who may have an illness, infection or virus such as Coronavirus (including asymptomatic cases), it is therefore strongly recommended that you have the Covid-19 vaccine and any required booster jabs where there is no medical or religious reason not to do so.
- Any other tasks reasonable expected of a Deputy Head of Care.

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
- Cooperate with the company to ensure compliance with the law.

And under the Management of Health and Safety at Work Act 1999 you as employee are required 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 and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.