JOB DESCRIPTION
HOUSE MANAGER

MAIN LOCATION: Rowden House School, Bromyard, Herefordshire
RESPONSIBLE TO: Registered Manager & Head of Service
SUBORDINATES: Shift Leaders, Residential Support Workers (the residential care team)

MAIN TERMS: Full time – 37.5 hours per week, 33 days holiday
Work one weekend in four and be on the on call rota
Salary £31,720 - £44,720

MAIN RESPONSIBILITIES:

- To be part of the senior care leadership team which manages the children's homes.
- 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 have managerial responsibility for a designated home/cluster.
- To model best practice approaches and support staff and managers through significant challenging episodes with young people.
- To directly line manage the Shift Leaders.
- 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.
- To be part of the Safeguarding team for Rowden.
- To promote and evidence children's outcomes.

KEY TASKS

Staffing

- Coordinate effective rotas that ensure a safe level of service with the Care Coordinator
- Ensure iTime is accurately updated in the absence of the Care Coordinator.
- Audit care staff supervisions to ensure they receive the correct quantity and quality as per policy, conduct regular supervisions with the Shift Leaders.
- Coordinate Performance Appraisals within the correct timescales and conduct regular appraisals.
- Deliver sound and regular communication through staff meetings (including waking nights meetings) and ensure effective debriefs after all incidents.
- Ensure key workers receive adequate support, direction and have the resources available to perform their role adequately.
- Ensure key workers meet regularly with teachers.
- To take part in the on call rota.
- Rowden will have 4 house managers across the residential homes. One of these house managers will have specific responsibility for overseeing and monitoring the waking night staff.
- To ensure fairness of workload, the house manager responsible for the waking night team will be from homes where they have lower occupancy/less staff.
- The responsibility for managing waking night staff will be reviewed on a 6 month rolling bases to reflect the changing needs of the service.

- The responsible House Manager will need to attend waking night staff meetings, complete waking night staff shift leader supervisions & observe practice on the waking nights at least 1 (one) shift per month.

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 Clear care children's records are available to all at all times.
- Ensure care is represented in all statutory reviews (LAC, Annual, etc).
- 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 people so that they have valuable input into their lives in the home 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 the decision making process of how the house looks and feels.

Physical Interventions/Incidents

- Oversee PI records, ensuring they are accurate, completed within the correct timescales and signed off.
- Oversee consequences, ensuring they are accurately recorded, completed within timescales and signed off.
- Ensure staff and young people have relevant and effective debriefs.
- Regularly review behaviour plans for the young people.
- 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 young person in line with their contract
- Ensure young people have input into a choice of activities.

Training & Development

- Access and monitor the training database regularly to ensure the staff team complete all relevant mandatory training and that staff meet their agreed diploma target within the timescales set
- Ensure staff team receive relevant specific training for the young people they care for.

Budgets

- Manage the budgets assigned to the homes
- Oversee the expenditure within each budget

General

- Ensure that reports on Clear Care are regularly overseen and submitted in a set timescale.
- Ensure medication processes are followed correctly and take an active part in ensuring children always have prescribed medication available to them.
- Work in collaboration with social workers, parents and any external agencies such as Lado, Mash and Ofsted to share necessary information with them.

- To engage with 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 appropriate for the role.
- To undertake any other duties reasonably required.
- Ensure regular fire checks are undertaken with necessary follow up actions
- Maintain professional boundaries and comply with the SENAD Personal Relationship Policy
- It is your professional responsibility to help protect those in our care and keep yourself and colleagues safe.
- Provide cover for other House Managers as necessary.
- An average of 37.5 hours a week, including earlies, lates & weekends as required.
- Supporting the whole site as required.
- Working 1 (one) weekend in 4 as required by the on call rota.

- 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.