REGISTERED MANAGER

*Job Description*

LOCATION: Derbyshire

REPORTS TO: Responsible Individual

HOURS OF WORK: 40 hours per week

# Main purpose of job:

As an OFSTED registered manager, this role requires taking full-time day-to-day control, to be responsible for all aspects of the residential premises and deliver the home’s regulated activity. This also includes managing and being responsible for a team of staff, their work allocations, as well as undertaking direct work with children in the residential home when necessary.

# Key responsibilities

* To ensure that children and young people’s needs are recognised and met. This includes ensuring that they are free from discrimination within the home and to challenge discrimination from outside the home.
* To protect the young people from harm in and outside the home.
* To manage the home in compliance with OfSTED, legislation, and the ethos and policies of the company.
* To promote trauma-informed, attachment-based practice within the home
* To provide leadership, guidance and management of the staff team.
* To oversee and participate in the development, implementation and monitoring of the individual care plans for children and young people.
* To be involved in the safe recruitment of staff.
* To ensure that staff fulfil mandatory training requirements.
* To be involved in the monitoring and, where necessary, the disciplinary of staff.
* To develop and maintain good working relationships with parents, social workers, schools and other professionals concerned with the welfare of the young people.
* To ensure the home supports and develops the social skills of the children and young people.
* To ensure that the home provides an environment that is safe and sensitive to the needs of young people being looked after.
* To ensure that the home meets the needs of the individual young people and the needs of the group.
* To maintain a good understanding of child protection and safeguarding procedures.
* To maintain good communication systems, including handovers, staff meetings, log books and regular meetings with the Heads/Directors or their representatives.
* To fully participate in the organisation quality assurance systems providing regular reports and updates to the Responsible Individual/ Directors.
* Adhere to the therapeutic philosophy of the home organisation.
* To participate in the company ‘On Call’ system.

**GENERAL**

* To attend meetings and training as required.
* To share the responsibility for creating a pleasant working environment.
* To be flexible in hours of work in order to meet tasks required.
* To be aware of Health and Safety regulations particularly as related to the upkeep of the office building and its surroundings.
* To undertake any other duties that may be reasonably requested by your responsible individual/line manager and clinical lead/ director
* To be concerned for the welfare of the staff offering support at times of stress, praising work completed and monitoring performance including sickness absence.
* Maintain personal and professional development

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of TiM children’s homes.

Signed:  
(Post Holder)

Dated:

Signed:  
(TiM Manager)

Dated: