

JOB DESCRIPTION

Job Title	: HEAD OF CARE AND THERAPY (REGISTERED MANAGER)
Department	: Care & Therapy
Responsible to	: Principal
Salary/Grading	: Qualified Registered Manager
Working hours	: 40 hours per week

General Statement:

The postholder will be able to support and embrace Sunfield's vision as a contemporary Rudolf Steiner special school and children's home. They will be able to articulate, understand and work with Sunfield's values and purpose, which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. They will be able to braid these values into a practical, purposeful and therapeutic education as well as a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield.

In addition, Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each child, young person and staff member, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of Sunfield and as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our children and young people.

MAIN PURPOSE OF THE POST:

- The post holder will be able to work together with colleagues from Sunfield and the wider Ruskin Mill Trust to implement the insights of Rudolf Steiner and Ruskin Mill Trust (namely the insights regarding the seven life processes and seven care qualities) into the fabric of the homes and the delivery of care and education in the homes.

- The post holder will be the 'Registered Manager' for the home as specified in The Children's Homes (England) Regulations and as such must meet the 'fitness' requirements stipulated within these Regulations.
- The post holder will be responsible and accountable for the leadership and management of Sunfield's Social Care Provision as well as therapeutic services, enabling, inspiring and developing an outstanding home for children and young people in accordance with The Children's Homes (England) Regulations and Quality Standards for Children's Homes.
- The Registered Home Manager will ensure that high levels of emotional, behavioural, therapeutic, physical (including sensory) and spiritual care are provided. They will also ensure that appropriate activities and a homely and nurturing environment are planned, provided and delivered by all members of the staff in order to achieve the best outcomes for children and young people.

The post holder is required to undertake one shift per week (on average) on the 'Operational On-Call' rota.

The post holder will operate in accordance with Sunfield's Policies and Procedures, in accordance with current legislation and guidance.

Home Management:

- Be the inspirational leader of Sunfield's social care and therapeutic services and lead, support, motivate and develop their team.
- Ensure that all Sunfield policies are regularly reviewed and updated to reflect safer working practice, contributing to the development of these policies as appropriate.
- Lead the residential provision towards exceptional quality and 'outstanding' Ofsted grading.
- Undertake all the duties that are involved with the role of the registered manager to the highest quality such as:
 - Supporting the visits by the Regulation 44 visitor and ensuring that the report is shared with Ofsted, Local Authorities, Sunfield Management Team and Trustees.
 - Preparing the Regulation 45 report/review of the quality of care in a collaborative manner
 - Preparing the home development plan in a collaborative manner
 - Ensure there is a Statement of Purpose in place, which is appropriate to the needs of the children and young people and is understood by the home team
- Lead the therapeutic services of Sunfield and ensure their integration into the residential provision as well as into the education putting a specific emphasis on developing a therapeutic provision that draws on the insights of Rudolf Steiner (i.e. eurythmy, anthroposophical therapeutic art, rhythmical massage) to create a coherent therapeutic provision.
- Being willing to engage with the Anthroposophical therapies to gain understanding through direct experience or training and supporting both Anthroposophical therapists and mainstream to work cohesively together as an

effective and diverse team, and to support therapy to become visible and integrated in the Children's Homes.

- To participate in regular child/young person-focussed interdisciplinary meetings to ensure plans and practice reflect the changing needs of each child and young person
- Support to embed models of emotional resilience in the wider organisation
- With key practitioners within the department, develop and implement effective models for an assessment and intervention
- With Sunfield Referrals, Admissions and Transitions Team, develop effective approaches to support young people transitioning in, within and out of Sunfield.
- Coordinate, and where appropriate, deliver, direct support to families who are experiencing difficult or challenging situations of both a practical and/or emotional nature. The person will need to be a point of contact to families in need of psychological or therapeutic related advice relevant to the progress of their child, and to coordinate support to them as appropriate.
- To work within an agreed budget in collaboration with the Principal.
- Ensure the residential provision is staffed appropriately at nights, weekends and in school and bank holidays and during the day where needed.
- Manage, coordinate and develop high quality, focused care provision for children and young people referred to and accommodated within the home
- Form credible and trusting relationships with all children and young people within the home, modelling positive behaviour
- Encourage a culture of listening to children and taking account of their wishes and feelings, promoting their dignity and respect
- Ensure all staff work collaboratively and in partnership with children and young people, their families, education, health, psychology and therapy teams, local authorities and other external stakeholder, in order to meet their needs
- Establish, maintain and quality assure all care related child and young person records, risk assessments, placement plans, reports and summaries ensuring they are updated, relevant, cascaded and understood by the residential team
- Ensure that the provision of care is in accordance with agreed and documented plans

- Be accountable for delivery of leisure plans, ensuring activities are appropriate, informed by children and young people expressed choice and in accordance with agreed outcomes to support the waking curriculum
- Lead the team to support the learning and development of each child and young person, helping teams to identify ways to overcome barriers, regularly reviewing their development targets using internal tools including ADL, PBS etc.
- To educate the team and encourage a thoughtful culture strengthened by appropriate challenge of practice.
- Nurture a culture that promotes a healthy age appropriate understanding of sex and sexuality for the young people of Sunfield
- To work with the Admissions Team to ensure suitable placement plans are in place for all residential pupils.
- As Care lead for children and young people within the home, attend single agency and multi-agency review meetings and be accountable for delivering against agreed actions
- Regularly inspect the condition, structure, fabric, furnishings and fittings of the home to ensure that all necessary equipment etc. if in good working order and of a reasonable and acceptable standard of repair
- Comply with and facilitate necessary fire alarm protocols in accordance with the Health and Safety Policy
- Lead the investigation and resolution of any informal complaints in line with the Complaints Policy

Safeguarding:

- Undertake higher level safeguarding training and ensure that all Safeguarding matters are appropriately dealt with by working collaboratively with the Quality assurance and Safeguarding lead for Sunfield and deputising for them in their absence.
- Ensure that all staff receive relevant safeguarding induction, CPD and annual refreshers commensurate with their roles and responsibility
- Operate and engage safer recruitment principles by being actively involved in the recruitment process, including ongoing vigilance
- Ensure that staff are aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures

- The post holder will ensure there are effective child welfare and child protection process in place and these are followed in accordance with the Sunfield safeguarding policy and procedures
- The post holder will ensure all staff are aware of the NSPCC Whistleblowing Helpline

Management of Staff and Resources:

- Engage and inspire the whole team, promoting team development and effective team working through effective induction, practice related supervision, appraisal, development planning, objective setting, coaching and mentoring
- Promote a culture of creativity, individualisation and innovation within the house teams
- Manage and promote continuous professional development needs through their identification and meet these through a range of learning opportunities including shadowing, e-learning and in house learning opportunities and lead training when required, including QCF Assessing
- Lead, inspire and develop the role and responsibilities of the Home Manager(s), developing a clear succession plan for the Home
- Ensure overall spend for the home comes within budget. In particular, effectively manage the delegated staffing hour's budget for the home, including overtime, bank and agency. Put robust administrative controls and checks into place to ensure accurately completed information is provided to the accounts team in a timely manner
- Implement effective rostering arrangements within the home, ensuring that staff are appropriately deployed in accordance with individual placement plans which set out staffing requirements; ensure an appropriate blend of skills, experience and qualification and that sufficient resources are available in emergencies
- Work closely with the home managers to ensure urgent short-term staffing needs are fulfilled
- Ensure all staff are appropriately trained and use the electronic rostering system 'staff care'
- Provide effective communication within the home via team meetings, updates and general information cascading to assist staff in the operation of their duties
- To actively participate and lead recruitment, grievance, disciplinary, health, safety and other staffing matters with support from the HR team and where applicable, based on safer recruitment principles

- To lead, manage and co-ordinate the work of the Psychologists & Therapists putting an emphasis on braiding anthroposophical and mainstream therapies into a coherent team that is able to deliver education, care and therapy in the school and the homes using the insights of Rudolf Steiner.
- Support and promote the professional development of practitioners within the team, to maintain highly skilled therapeutic services to meet the diverse and complex needs of young people
- Ensure that all Sunfield policies are regularly reviewed and updated to reflect best practice and current research
- To lead and facilitate the full integration of the expertise of Psychologists & Therapists into the 24 hour curriculum
- To oversee the work of Psychologists & Therapists, including the carrying out of management supervisions and appraisals to complement their clinical supervisions
- To ensure all Therapists have regular clinical supervisions.
- To oversee the recruitment and induction of new practitioners.

Whole organisation, strategy and development:

- Be part of the Senior Leadership Team for Sunfield and where appropriate deputise for the Principal.
- Contribute to the development, implementation and evaluation of the organisation's policies, practices and procedures in such a way as to support the organisation's values and vision
- Participate in the referrals and transitions process for new child enquiries and departing young people in conjunction with the Referrals and Transitions team
- Collaborate with colleagues from all departments and other relevant professionals within and beyond the organisation to secure the best outcomes for children and young people

Professional development:

- To receive an induction in the RMT methodology, including The Practical Skills Therapeutic Education and be willing and commit to significant further development (some of it in their own time) to understand the method of Ruskin Mill Trust and Rudolf Steiner pedagogy for the first three years of their employment.

- Participate in arrangements for the supervision and appraisal of your own performance
- Take responsibility for improving your own professional development by keeping abreast of current best practice and through appropriate professional development, responding to advice and feedback from colleagues
- Keep abreast of statutory frameworks which set out our professional duties and responsibilities and upskill the home team accordingly
- Participate in arrangements for their own further training and professional development including (but not limited to) Designated Safeguarding Lead, Safer Recruitment, Reflective Supervision and CALM (behaviour management) training, Practical Skills Therapeutic Education (PSTE), Holistical Support Care with Students (HOSC). Attend and support the child/young person studies.

Fulfil wider professional responsibilities:

- Make a positive contribution to the values and ethos of the organisation.
- Develop effective and collaborative professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- As a representative of Sunfield, communicate effectively with parents, carers and placing authorities with regard to child and young person's well-being.
- Act as a responsible adult.
- Be able to undertake driving duties of company vehicles.
- Ensure that all Health and Safety Regulations including accident/incident/illness reporting are complied with in accordance with Sunfield's Policies, procedures and practices.
- Maintain high standards in their own attendance and punctuality.

Any other duties as reasonably directed by the Director of People Services or the Principal.

General Duties

1. To share Sunfield's commitment for promoting and safeguarding the welfare of the children and young people.
2. To be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with.
3. To carry out the above duties in accordance with the Sunfield's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Sunfield.

5. To work co-operatively with other staff within the Sunfield.
6. To work with children and young people within Sunfield as and when required.
7. To deliver training or development opportunities as required, and ensure these are in line with best and up to date practice and equally training that can support and enhance the ethos of Ruskin Mill Trust.
8. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
9. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
10. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
11. To be responsible for the care and development for your working area.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Sunfield. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out of the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Liaison

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

PERSON SPECIFICATION

Factor	Essential	Desirable	Method of Assessment
Qualifications	<p>Level 5 Diploma in Leadership & Management for Residential Childcare or equivalent (within 3 years of appointment as Manager)</p> <p>Substantial qualification in education or care based on the insights of Rudolf Steiner (minimum 2 years) (attended or working towards) or willing to work towards</p>	<ul style="list-style-type: none"> • Diploma in Social Work • Leadership (i.e. ILM) Qualification • Coaching & Mentoring Qualification 	Application form and qualification certificates
Experience	<ul style="list-style-type: none"> • A minimum of 5 years in a management role • A minimum of 2 years in a position relevant to the residential care of children in the last 5 years • Experience of running a home at a grading of 'good' or better • Supervision and staff management • Devising and implementing staff development plans with evidence of results • Providing effective constructive feedback • Budget Management • Extensive experience of developing behaviour plans and strategies to address challenging behaviour 	<ul style="list-style-type: none"> • Delivery of training • Working in a Rudolf Steiner environment 	Application form Fitness interview with Ofsted

	<ul style="list-style-type: none"> • Working with children, young people and their families • Inter-agency working • Human Resource practices • Report writing and presenting during reviews, inspections and meetings 		
Knowledge and Understanding	<ul style="list-style-type: none"> • The Children's Home (England) Regulations 2015 • Child Protection and Safeguarding Management • Care Planning and reviewing processes • Working knowledge of Quality Assurance systems • Behaviour management strategies • Process of Ofsted inspections • Intermediate knowledge and experience of MS Office 	<ul style="list-style-type: none"> • Therapeutic interventions and strategies • Care and education methodology based on the insights of Rudolf Steiner • Health and Safety Regulations • Leading a successful Ofsted inspection 	Selection process Fitness interview with Ofsted
Competencies	<p>Leadership & Innovation:</p> <ul style="list-style-type: none"> - Positive role modelling - Forward thinking & creative planning <p>Communication:</p> <ul style="list-style-type: none"> - Communication skills - Team working <p>Knowledge, understanding & skills:</p> <ul style="list-style-type: none"> - Role specific expertise - Adapting and improving <p>Reflective practice:</p> <ul style="list-style-type: none"> - Use of self-reflective framework - Reliability & accountability - Emotional resilience & maturity 		Selection process References Fitness interview with Ofsted

	<p>Organisational engagement:</p> <ul style="list-style-type: none">- Commitment to the vision and purpose of the organisation- Compliance (statutory, mandatory and organisational policies and procedures)- Delivering a high quality service <p>Fitness: To be 'fit' to manage the Home in accordance with the Children's Home Regulations (England) 2015</p>		
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