



# ruskinmill sunfield

## JOB DESCRIPTION

JOB TITLE:	Assistant Home Manager
DEPARTMENT:	Care and Therapy
RESPONSIBLE TO:	Head of Care
SALARY/ GRADE:	£21,961 - £23,871 (Grade 7) (Dependent on qualifications and experience)
HOURS:	40 Hours per week (flexible rota inc weekends & bank holidays)/ 52 Weeks per year

### ETHOS

The post holder will be expected to support, embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and 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 person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

### LIASON

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 PURPOSE

- To fulfil a wide range of specific duties delegated by the Home Manager/ Deputy Home Manager, enabling, inspiring and developing an outstanding home for children and young people in accordance with The Children's Homes (England) Regulations 2015 and Quality Standards for Children's Homes.
- To assume the role of leader, when requested or in the absence of the Home Manager/ Deputy Home Manager, taking full accountability for the smooth running of the provision and ensuring a high quality service.
- To work alongside Care staff, to support, motivate and inspire colleagues by leading through example.
- To work in partnership with the Home Manager, Deputy Home Manager, the Head of Care and Therapy and Care Support Workers as well as the Education and Therapy staff.
- To facilitate learning, care and welfare in a variety of different environments to support the waking day curriculum.

- To provide a nurturing, tidy, safe, warm and beautiful home environment which does not feel institutionalised, but rather like a home which anyone would want to live in and yet which still meets the specific sensory needs of each child and young person.
- To work to a planned rota which can include evenings, weekends and sleep-in duties as agreed with the Home Manager.
- To provide appropriate rhythms and routines which support the healthy development of each student.

## STATEMENT OF RESPONSIBILITIES

- In the absence of the Home Management team, the Assistant Home Manager will assume responsibility and accountability for the home under guidance of other members of management.
- Provide support to the Home Manager, contributing to the duties that are involved with Ofsted inspection framework and supporting the management team during home inspections including Ofsted, Regulation 44 Inspector and other regulatory bodies and relevant stakeholders.
- Work within Ofsted requirements, statutory guidelines, Sunfield policies and procedures to ensure that children and young people are consistently supported to a high standard, including safeguarding their welfare.
- Support the management, co-ordination and development 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 and developing an understanding of each young person's specific needs.
- Encourage a culture of listening to children and taking account of their wishes and feelings, promoting their dignity and respect. Respect the young people's rights to confidentiality, complying with Sunfield's procedures.
- Ensure all staff work collaboratively and in partnership with children and young people, their families, education, health and psychology and therapy teams, local authorities and other external stakeholder, in order to meet their needs.
- Oversee the maintenance of care related child and young person records for all children in the home, risk assessments, placement plans, reports and summaries ensuring they are updated, relevant, cascaded and understood by the Home team
- Deliver appropriate leisure plans, ensuring activities are appropriate, informed by children and young people expressed choice and in accordance with agreed outcomes to support the 24 hour 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.
- Form a close working relationship with the Home Manager and Deputy Home Manager and be an ambassador of the therapeutic culture of the home in line with the organisational principals and ethos.
- To educate the team and encourage a thoughtful culture strengthened by appropriate challenge of practice.
- Attend single agency and multi-agency review meetings and be accountable for delivering against agreed actions in the absence of the Home Manager and/or where appropriate.
- Have working knowledge of health, hygiene and safety regulations. Regularly inspecting 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
- To support the Home management team to carry out investigations in accordance with Trust Policy.
- Welcome families and visitors to the house and encourage their involvement in planning learning opportunities for the young people.
- To participate in the delivery of agreed Care programmes to all children and young people in the home and support staff to achieve this as well.
- Carry out domestic duties as required including cooking for students and staff.
- To provide nurturing and wholesome meals, using locally sourced ingredients where possible which connect the student to their local environments.
- To administer and undertake the administration/ collection and recording of medication in accordance with published guidelines, training and Sunfield policies and procedures with the exception of administering insulin injections.
- To be familiar with and work within the organisation and Sunfield's values, policies and procedures, maintaining and completing accurate and up to date records and reports in line with Children's Home Regulations and Care Standards including incident/ accident records, house log etc.

- To work flexibly (including split shifts) and creatively to meet the needs of the children and young people by working weekends, sleep ins, waking nights, bank holidays and providing cover as required (sometimes at very short notice) in the event of staff shortages in the home.

## MANAGEMENT OF STAFF & RESOURCES

- To work with the Home management team to manage and motivate the Home's care 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 home team.
- Lead, inspire and develop the role and responsibilities of all Care staff including Learning Support Workers, contributing to the succession planning for the Home.
- Promote continuous professional development needs are identified and met, including shadowing, e-learning and in house learning opportunities and lead training when required including QCF Assessing.
- On the request of the Home Manager/ Deputy Home Manager, to amend and create rotas and reorganise staff to ensure safe and appropriate staffing levels at all times. Support the Home management team to implement effective rostering arrangements within the home in accordance with the staffing hour's budget, 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.
- Take on direct line management and supervisory responsibilities for a number of staff in the home team and be responsible for completing regular supervisions and annual appraisals for a number of staff in the home team, under guidance of the Home Manager or Deputy Home Manager.
- Be responsible for checking over time sheets and signing agency sheets and raise any concerns with the Home Manager or the Deputy Home Manager.
- Provide effective communication within the home via team meetings, updates and general information cascading to assist staff in the operation of their duties.
- To support the Home management team to carry out grievance, disciplinary, health, safety and other staffing matters including absence review meetings, with guidance from the Home management team, Head of Care and Therapies and in conjunction with the HR team.
- Be responsible for the home's finances in the absence of the Home Manager /Deputy Home Manager (when delegated).

## WHOLE ORGANISATION, STRATEGY & DEVELOPMENT

- Participate in the referrals and transitions process for new child enquiries and departing young people in conjunction with the Referrals, Admissions 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

- 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 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) Safeguarding, Safer Recruitment, HR Policy, Reflective Supervision and CALM (behaviour management) training.
- Learn how to access a range of resource material to support your own and other's professional development and learning.
- Undertake and complete the QCF level 5 within 2 years of being appointed to the role.

## SAFEGUARDING

- Support the Home management team to ensure there are effective child welfare and child protection processes in place and these are followed in accordance with the Sunfield safeguarding policy and procedures

- To work with the Home management team to ensure that all staff receive relevant safeguarding induction, CPD and annual refreshers commensurate with their roles and responsibility.
- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2018)' and '*What to do if you are worried a child is being abused—advice for practitioners*' on appointment and annually.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made 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.
- Operate safer recruitment principles, by being actively involved in the recruitment process, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

## OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To deliver training or development opportunities as required.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- 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.
- To be responsible for the care and development for your working area.
- 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.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Childrens Home ethos and culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

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.

October 2018

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

### Assistant Home Manager

ESSENTIAL	DESIRABLE
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Level 3 Diploma in Children and Young People's Workforce – Social Care Pathway.</li> <li>• Level 5 Diploma in Leadership in Health and Social Care and Children and Young People's Services –Children and Young People's Residential Management Pathway or desire to work towards within three years of appointment.</li> <li>• GCSE or equivalent English and Mathematics at Grade C or above.</li> <li>• Full, clean driving licence.</li> <li>• Evidence of commitment to own continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Social Work.</li> <li>• Leadership (i.e. ILM) Qualification.</li> <li>• Coaching &amp; Mentoring Qualification.</li> <li>• Childcare Qualification.</li> <li>• Evidence of recent safeguarding training.</li> </ul>
<b>Experience/ Knowledge</b>	
<ul style="list-style-type: none"> <li>• Sound experience of working with children and young people within residential care (Children's Home (England) Regulations 2015) ideally with severe learning disabilities and profound autistic spectrum disorder.</li> <li>• Experience of Child Protection and Safeguarding Management.</li> <li>• Experience of care planning and reviewing processes as well as developing behaviour plans and strategies to address challenging behaviour.</li> <li>• Working knowledge of supporting an Ofsted inspection.</li> <li>• Experience of planning effective rotas in accordance with children and young people's needs.</li> <li>• Commitment to creating an environment which respects a person's independence and encourages their individuality.</li> </ul>	<ul style="list-style-type: none"> <li>• QCF/ NVQ Assessor.</li> <li>• Therapeutic interventions and strategies.</li> <li>• Experience of working with a range of professionals and external agencies.</li> <li>• Health and Safety Regulations.</li> <li>• Experience and understanding of following HR practices and basic budget management.</li> <li>• Experience of conducting staff supervisions and managing staff.</li> <li>• Working knowledge of Quality Assurance systems.</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• To have a good working knowledge of the monitoring, assessment, recording and reporting of children and young people.</li> <li>• To build effective relationships with children/ young people, parents/ carers, colleagues and the wider community.</li> <li>• To be able to work creatively and sensitively with children and young people.</li> <li>• Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).</li> </ul>	

<ul style="list-style-type: none"> <li>• Ability to support, motivate and inspire colleagues by leading through example.</li> <li>• Deal successfully with situations that may include tackling difficult situations and conflict resolution.</li> </ul>	
<p><b>Other</b></p>	
<ul style="list-style-type: none"> <li>• To be 'fit' to oversee the Home in accordance with the Children's Home Regulations (England) 2015.</li> <li>• Willingness to work according to a flexible rota including weekends and bank holidays within Sunfield's 24/ 7 services.</li> </ul> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <li>• Equality of opportunity</li> <li>• Promoting Sunfield Children's Home vision and ethos</li> <li>• High quality, stimulating learning environment</li> <li>• Relating positively to and showing respect for all members Sunfield and its wider community</li> <li>• Ongoing relevant professional self-development</li> <li>• Safeguarding and child protection</li> </ul>	