



# ruskinmill sunfield

## JOB DESCRIPTION

JOB TITLE:	Home Manager
DEPARTMENT:	Care and Therapy
RESPONSIBLE TO:	Head of Care & Therapy (Registered Manager)
SALARY/ GRADE:	Grade 11: Range £32,548 to £35,226 (Dependent on qualifications and experience)
HOURS:	40 Hours per week (flexible including weekends & bank holidays)/ 52 Weeks per year and be part of Home managers on-call (out of hours) rota

### 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 be responsible and accountable for the leadership and management of one or more homes of Sunfield's Social Care Provision, 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 ensure that high levels of emotional, behavioural, therapeutic, physical (including sensory) and spiritual care, appropriate activities and homely and nurturing accommodation are planned, provided and delivered by all members of the Home's team in order to achieve the best outcomes for children and young people.
- To work flexibly (including split shifts) and creatively to meet the needs of the children and young people and role modelling best practice by working weekends, sleep ins, waking nights, bank holidays and providing cover as and when required (sometimes at very short notice) in the event of staff shortages in the home.

- To undertake and participate in the 'Operational On-Call' rota according to agreed rota, which is an essential part of the management responsibility to ensure safe staffing and support safeguarding responsibilities.

## STATEMENT OF RESPONSIBILITIES

- Be part of leading the residential provision towards exceptional quality and 'outstanding' Ofsted grading.
- Contribute to the duties that are involved with Ofsted inspection framework to the highest quality such as:
  - Supporting the visits by the Reg.44 visitor and ensuring that the report is shared with Ofsted, Local Authorities, the Sunfield Management Team and Trustees.
  - Support the Preparation of the Reg. 45 report/review of the quality of care in a collaborative manner
  - Contribute to the home development plan in a collaborative manner
- 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.
- Manage, co-ordinate 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 young people 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 and 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 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 management team and be an ambassador of the therapeutic culture of the home in line with the organisational principles and ethos.
- 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.
- 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.
- Lead the investigation and resolution of any informal complaints in line with the Complaints Policy.

## MANAGEMENT OF STAFF & 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 are identified and met, including shadowing, e-learning and in house learning opportunities and lead training when required
- Manage and guide staff in all areas of HR and Sunfield policies & procedures including (but not limited to) Code of Conduct, Supervision & Appraisal, Sickness Absence, Dignity at Work, Dress Code & Probation.
- Lead, inspire and develop the role and responsibilities of care staff 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.
- Ensure the home(s) are staffed appropriately at all times, including bank holidays.
- 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 care staff 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.

## **WHOLE ORGANISATION, STRATEGY & DEVELOPMENT**

- 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**

- 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) Safeguarding, Safer Recruitment, Reflective Supervision and CALM (behaviour management) training.

## **KEY PERFORMANCE INDICATORS**

The Home Manager's performance will be measured against achievement of Key Performance Indicators along with the home's individual targets, organisational objectives and their personal development plan. The KPI's for Home Managers are:

- Based on Sunfield's long history, effective delivery of the therapeutic education based on the principles of Rudolf Steiner.
- 100% Supervision & Appraisal completion for staff within the Home.
- Staffing hours to be within budget for the home.
- Limited and approved use of agency staff.
- Completion of weekly, monthly and six-monthly Home Quality Assurance Reports for the home(s)
- To ensure each child and young person has an up to date Placement Plan signed off by the Director of Care.
- Less than 3% of lost time due to sickness and authorised absence (including work-related).

## SAFEGUARDING

- 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
- 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.

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

## Home Manager

ESSENTIAL	DESIRABLE
<b>Qualifications</b>	
<ul style="list-style-type: none"> <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.</li> <li>• Level 3 Diploma in Children and Young People's Workforce – Social Care Pathway (or equivalent).</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>• Sound experience of Child Protection and Safeguarding Management.</li> <li>• Sound experience of working within a senior role; leading and managing a team in accordance with HR practices and budget management.</li> <li>• Successful experience of working with a range of professionals and external agencies.</li> <li>• Experience of conducting staff supervisions and devising and implementing staff development plans and evidencing outcomes.</li> <li>• Extensive experience of care planning and reviewing processes as well as developing behaviour plans and strategies to address challenging behaviour.</li> <li>• Working knowledge of Quality Assurance systems.</li> <li>• Working knowledge of Ofsted inspections.</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>• Delivery of training.</li> <li>• Therapeutic interventions and strategies.</li> <li>• Health and Safety Regulations.</li> <li>• Leading a successful Ofsted inspection.</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> </ul>	

<ul style="list-style-type: none"> <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> <li>• Ability to support, motivate and inspire colleagues by leading through example.</li> <li>• Contribute effectively to the work of the Principal and Senior Leadership team.</li> <li>• Deal successfully with situations that may include tackling difficult situations and conflict resolution.</li> <li>• Ability to deliver training to staff at all levels.</li> <li>• Ability to chair meetings.</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> <li>• Participate on managers on-call rota</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>	