

Transform Residential Limited

Job Description

Position:	Registered House Manager (CPD)
Post Reference No:	TRL00031
Grade:	8
Responsible to:	Shared Lives Coordinator and Residential Manager
Location:	Pembrokeshire

Job Purpose

The Registered House Manager will be a member of the Transform Residential Ltd (TRL) team at Coleg Plas Dwbl (CPD) and will work in a flexible and collaborative manner with the team under the overall leadership of the CPD Head of Residential. Each Registered House Manager will be responsible for ensuring the high quality delivery of care in their allocated homes and that all relevant regulation and guidance is fulfilled. In collaboration with the CPD Head of Residential, they will represent the effective operation of their allocated homes, and the quality of care delivered, to the local inspector from the Care Inspectorate Wales.

The Registered House Manager is responsible for overseeing and supervising an allocated group of residential staff and provision within a minimum of two of the care homes at CPD. They will also ensure that residential staff are appropriately trained and supported. They will work directly with the residential staff to ensure the delivery of an appropriate extended curriculum programme to the students within their allocated homes.

The post holder will be able to contribute to the core purpose in improving the education and lives of the young people.

Flexible working hours based on a rota incorporating a 40-hour week are required for this role, where it is expected that travel will be undertaken on a regular basis.

Contribution

The post holder will be expected to contribute as required and uphold underpinning values and the philosophy of Transform Residential Ltd and Ruskin Mill Trust at all times.

Main Duties

1. To ensure the highest standards for the effective operation and quality of care at the TRL Care Homes to which they are allocated.
2. To fulfil the duties of Manager, registered with Social Care Wales (SCW), for the CPD Care Home to which they are allocated and to ensure that they are operated in compliance with all relevant legislation and regulation.

3. To work collaboratively with the CPD Head of Residential to reflect the quality of the service provided during inspections by the Care Inspectorate Wales (CIW) inspections.
4. To ensure the delivery of high quality residential provision for college students and other service-users resident in their allocated homes, including working directly with students to support them in achieving greater independence and autonomy, especially in the area of living skills
5. To ensure compliance with safeguarding requirements and internal policies and practice ensuring concerns are raised and dealt with in collaboration with the CPD Designated Senior Person for Safeguarding.
6. Liaising with parents and other agencies in relation to student issues.
7. Ensuring that all health and safety and maintenance issues are reported appropriately and followed up.
8. Tracking and recording the progress and achievement of students.
9. To undertake on-call duty as part of the TRL on-call duty rota.
10. To ensure that all residential staff practice is in line with all relevant legislation and regulation as well as with the requirements of Transform Residential Ltd and Ruskin Mill Trust.
11. To provide supervision for each member of the residential services staff within an allocated group of residential staff, individually or in small groups as appropriate.
12. To ensure that all activities within the households are carried out in line with relevant legislation and regulation and CIW requirements e.g.:
 - health and safety issues, including food hygiene, fire precautions, electrical installations and the storage of hazardous substances;
 - availability and storage of appropriate records relating to students;
 - storage and recording of any medication required by students in the household;
 - any involvement with students' personal finances;
 - appropriate use and recording of all household accounts.
13. To track and monitor household budgets (food, energy etc), allowance and staffing costs within ensure they operate within the agreed budget.
14. To collaborate actively with the Shared Lives Coordinator and Residential Manager in planning and supporting the implementation of the following within the allocate homes:
 - ensuring appropriate staffing is in place at all times;
 - the allocation of student placements;
 - the allocation of student placements during College holidays;
 - time off for residential services staff;
 - the holiday entitlement of residential services staff and the timing of their holidays;
15. To carry out annual staff reviews for all Residential Service staff within their allocated staff group.

16. To ensure that staff working in their allocated homes are suitably qualified and registered with Social Care Wales and that they have opportunities for relevant continuing professional development .
17. To liaise with the Administration team to ensure that all records, including: induction, training, inspection, observation and supervision are accurately maintained
18. To provide guidance and leadership to the residential services staff.
19. To lead where appropriate and to participate in team meetings.
20. To deliver training, both formal and informal, as required by the Shared Lives Coordinator and Residential Manager.
21. To collaborate with the CPD Head of Residential to ensure that residential assessments are carried out as required by Transform Residential Ltd.
22. To work collaboratively with the CPD Head of Residential to ensure effective and robust quality and compliance with regulation. This will include conducting audits, producing reports and being subject to monitoring and inspection.

General

1. To be responsible for the care of your working area and development for your working area.
2. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
3. To attend meetings and supervision as required.
4. To actively support and promote equality and diversity throughout.
5. To comply with all the customers policies and procedures.
6. To pursue personal work development and take full advantage of training provided.
7. To undertake work related professional development as required by the post.
8. To attend mandatory trainings provided by the customer as required.
9. To act in a positive and supportive manner at all times projecting a positive image of the customer and their associated organisations.
10. To carry out the above duties in accordance with the customers Health and Safety Policy.
11. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Supervision

The Registered House Manager has responsibility for each member of the residential services staff within an allocated staff group. The post holder may need to line manage other staff as required.

Liaison

To liaise with all staff employed within Transform Residential Limited, customers, service-users, professional bodies, external consultants, and any outside bodies as and when required.

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.

Once appointed the post holder must complete the following trainings and qualifications within the timescales set:		
Name	Timescales for completion	Length of programme
Introduction to PSTE	2 weeks	2 weeks
Level 5 Health and Social Care	6 Months	Variable
Safeguarding induction	First day	1 day
HOSC	Within the first 3 months	Variable
Safeguarding - Internal Policies and Procedures	Within 2 weeks of commencing role	3 hours
Local Safeguarding Children's Board foundation and advanced training	At the first training opportunity	Variable depending on safeguarding board
Local Safeguarding Adults Board foundation and advanced training	At the first training opportunity	Variable depending on safeguarding board
Equality and Diversity	Within 2 months of commencing role	2 hours
Safer Recruitment in Education	Within 3 months of commencing role	On-line training
MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	2 days