

Transform Residential Limited

Job Description

Position:	Registered House Manager
Post Reference No:	TRL00033
Grade:	9
Responsible to:	Head of College Residential / College Principal
Location:	Pembrokeshire and Carmarthenshire

Plas Dwbl and Ty'r Eithin Colleges

Coleg Plas Dwbl in Pembrokeshire, is set in the spectacular Preseli Mountains. It offers a rich and varied curriculum with exciting opportunities for students to develop communication, social, work and living skills.

Students help to work the 100-acre biodynamic farm, producing, harvesting and preparing healthy organic food, and supplying local outlets. The college also offers a range of arts and crafts that include working directly with craftspeople in their workshops, as well as a unique opportunity to interact with the surrounding Pembrokeshire Coast National Park.

Courses are accredited through the Regulated Qualifications Framework and students will also prepare for work competency through a wide range of internal and external work experience.



Opened in September 2020 and set in the beautiful Gwendreath Valley, Carmarthen, Coleg Ty'r Eithin offers day and residential placements for students in this superbly therapeutic setting.

With three distinct habitats, lower valley fields, woodland fields and over two hundred acres of upland hills, the mountain above the college overlooks Carmarthen Bay and toward the Devon Coast. This farm setting provides a unique and tranquil environment where students can re-imagine their potential.

The combination of rural peace and urban access makes this college the ideal place for students who are preparing for an independent, or semi-independent life.

As part of the craft curriculum, the college offers: catering, textiles, forging, carpentry and animal husbandry.



PRACTICAL SKILLS THERAPEUTIC EDUCATION – Ruskin Mill Trust method and programmes

Education and Social Care

Since its beginnings, students have benefitted from the Trust's innovative Practical Skills Therapeutic Education (PSTE) method that draws its inspiration from the insights of Rudolf Steiner, John Ruskin and William Morris. Through engaging with crafts, many of which are specific and connected to the history of the location, the learner is immersed in a whole therapeutic process from beginning to end. Through this process they learn not only functional skills but also transferable work skills, independent living skills and, most importantly, they learn to value themselves and contribute to the community.

Gateway to Living and Work

An innovative programme for young adults with to enable further independence and living and work skills within an accredited framework.

Plas Dwbl and Ty'r Eithin Rise

A social care programme offering young people and adults the opportunity to move away from education through a programme of practical living and work skills, creating a life after education.





STUDENT STORIES



Student X started Plas Dwbl in September 2015 on a 3-year education programme. X was referred to a PRU during his secondary education due to his behaviours and learning disability, transitioning to Plas Dwbl College as X had a love for the outdoors and practical work.

When X arrived at Plas Dwbl he extremely lacked confidence in his ability, had little social skills and found it extremely difficult to engage in conversation or maintain eye contact. X had found it impossible to engage in mainstream education, which lead to social isolation and behavioural difficulties.

During X's three years of Practical Skills Therapeutic Education, we have seen A's confidence soar. A has developed meaningful relationships with peers and practical skills through workshops such as; farming, horticulture, catering, green wood work and iron forge.

A gained qualification and Lantra tickets in Lawn Mower, Leaf Blower, Brush Cutter, Strimmer, Chainsaw and Tractor Driving / Maintenance. X has completed his entry level kitchen hygiene qualification in Catering.

X graduated in July 2018 and progressed onto Plas Dwbl's Gateway to Living and Work programme in September 2018. Prior to Plas Dwbl Owen did not leave his home without support from his parents and the thought of external work experience created huge stress and anxiety.

Currently X accesses four external work placements independently in Manor House Wildlife Park, Preseli Riding School and Horse Stables, a commercial dairy farm - Cronclyn Farm and Castell Henylls – an iron age tourist attraction.

X's future aspiration is to utilise all the practical skills, qualifications and experience gained at Plas Dwbl to find part time employment. X is set to transition to employment at Manor House Wildlife Park.

Plas Dwbl and Ty'r Eithin - Residential Provisions

Our 24-hour curriculum includes evenings and weekends, as well as college and school holidays for some students, and ensures that students have the widest possible opportunities for learning and personal development. In each of the residential households, students' own work is used and displayed. The craft items can provide both beauty and function within the households, and are an expression of the student's area of interests and their learning journey. In the residential provision, students develop independent living skills, pursue leisure interests and engage in the wider community, whilst also interacting with a similarly-aged peer group.

Each student's progress is monitored in relation to the Three-Stage Pathway. Each student receives the support they need as they engage in their individual residential learning programme. This takes them on a journey of progression and development, where they learn the skills necessary to look after their physical surroundings and create a home. They learn to overcome the barriers rather than removing them – so real, holistic change can occur.



Some students stay at their college or school during the holidays. These students benefit from additional opportunities to take part in cultural events and social enterprise.

A range of services including children's homes are offered within the residential provision and this provides the flexibility necessary for meeting the needs of the students. The Shared Living Provision offers a high quality, responsive, and friendly family environment where students live with committed and caring individuals in the local community. Shared Lives Providers offer an opportunity to live as part of a family. The Shared Living Provision is complemented by Team Homes and independent living flats where these are appropriate for individual students' needs.

All our residential provision is to a domestic scale. This means that it is situated in the local community, and that there are usually no more than four students living in any one household. Transform Residential Ltd is wholly owned by Ruskin Mill Trust operating residential provision at all sites, established in 2010 and regulated by Ofsted and CQC (schools in England) the CQC (colleges in England) and Care Inspectorate Wales (colleges in Wales). Shared Lives Schemes are registered with, and inspected by, the Care Quality Commission (CQC) in England, and the Care Inspectorate Wales (CIW) in Wales.



Job Purpose

The Registered House Manager will be a member of the Transform Residential Ltd (TRL) team at Plas Dwbl (CPD) and Ty'r Eithin (CTE) Colleges and will work in a flexible and collaborative manner with the team under the overall leadership of the CPD Head of College Residential / College Principal. Each Registered House Manager will be responsible for ensuring the high-quality delivery of care in their allocated homes. In collaboration with the Head of College Residential, they will represent the effective operation of their allocated homes and the quality of care delivered.

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 / CTE. 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 House Manager, registered with Social Care Wales (SCW), for the CPD / CTE 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 / CTE Head of College Residential to reflect the quality of the service provided / expected from the Care Inspectorate Wales (CIW).
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 contribute to the production and updating on Positive Behaviour Support Plans – with support from the Colleges Learning Disability Nurse.
6. To ensure compliance with safeguarding requirements and internal policies and practice ensuring concerns are raised and dealt with in collaboration with the CPD / CTE Designated Senior Person for Safeguarding.
7. Liaising with parents and other agencies in relation to student issues.
8. Ensuring that all health and safety and maintenance issues are reported appropriately and followed up.
9. Tracking and recording the progress and achievement of students.
10. To undertake on-call duty as part of the TRL on-call duty rota whilst working on shift and respond to the needs of the students and staff in the provision by being flexible in shift location.
11. To work in multiple houses depending on the needs of the staff on shift and students

12. Take the lead on Safeguarding concerns raised whilst on shift, ensuring that the College Safeguarding Team is updated as appropriate.
13. 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's 7 Care Qualities.
14. 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.
15. 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.
16. To track and monitor household budgets (food, energy etc), allowance and staffing costs within ensure they operate within the agreed budget.
17. To manage the planning and 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;
18. To carry out annual staff reviews for all Residential Service staff within their allocated staff group.
19. To ensure that staff working in their allocate homes are suitably qualified and registered with Social Care Wales and that they have opportunities for relevant continuing professional development.
20. To liaise with the Administration team to ensure that all records, including: induction, training, inspection, observation and supervision are accurately maintained
21. To provide guidance and leadership to the residential services staff.
22. To lead where appropriate and to participate in team meetings.
23. To deliver training, both formal and informal, as required by Head of College Residential.
24. To collaborate with the CPD / CTE Head of College Residential to ensure that residential assessments are carried out as required by Transform Residential Ltd.
25. To work collaboratively with the CPD / CTE Head of College 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.

Person Specification / Training and Development Requirements

Position: Registered House Manager

The following are the criteria that will be used for Shortlisting

- Relevant qualification to allow for approval as a registered manager with Care Inspectorate Wales – NVQ Level 3 or above / equivalent.
- Willingness to work towards a NVQ Level 5 / equivalent
- Operational experience in a care environment working with all levels of staff and management
- Experience of writing or contributing to Positive Behaviour Support Plans, however a willingness to undertake this will be considered
- Ideally you will have knowledge of Rudolf Steiner Holistic Education with particular reference to the works and insights of John Ruskin and William Morris, however a willingness to undertake this will be considered
- Adaptable and shows initiative
- High level of personal resilience
- High level of emotional and social intelligence

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
Holistic Support and Care Programme	12 weeks of commencing role	3 days plus follow up
Safeguarding induction	First day	1 day
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