

# Ruskin Mill Trust

## Job Description

<b>Position:</b>	<b>Head of College Residential</b>
<b>Post Reference No:</b>	<b>RMT101215</b>
<b>Grade:</b>	<b>14:15</b>
<b>Line Manager:</b>	<b>College Principal</b>
<b>Location:</b>	<b>Stourbridge, Sheffield &amp; Nailsworth</b>

---

### Job Purpose

The Head of College Residential will manage the operation and development of the residential provision and support the Principal to manage the development of the college including increasing the offer to residential students with higher needs and supporting the student admissions into the provision.

The Head of College Residential will be required to bring an additional degree of structure and transparency to the management of the college by formalising communication structures between the Residential and Educational teams They will also work across the Trust to ensure that there is consistency of process and to enhance the quality of the provision and student experience through research and shared practice.

The Head of Residential will be a key and leading member of the Senior Management Team, the Shared Lives and Residential Team and work in a flexible and collaborative manner with the Principal./

The core purpose of this role is to provide operational leadership and management of a range of residential provision to customers in the locality. This residential provision may be through a Shared Lives Scheme, managed team houses, home-providers, training flats or other depending on the needs of the service user.

The Head of College Residential will be responsible for supporting and monitoring an allocated group of Shared Lives Providers. You will also ensure that Shared Lives Providers are appropriately trained and supported. As a team and individually, you will be expected to ensure the effective operation of the residential provision. You will work directly with the College Principal and Providers to ensure the delivery of an appropriate extended curriculum programme to the service user within their residential provision.

The Head of College Residential will support the establishment of a high quality provision and service delivery in the Shared Lives Scheme and Residential Team Houses and will work collaboratively with Trust Head of Residential and ensure compliance with all regulatory bodies, including CQC, CSSIW, Ofsted and Estyn within the residential provision.

The post holder may be required to provide support and guidance to colleagues at other TRL sites.

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

Flexible working hours 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 the Trust at all times.

### **Main Duties**

1. To be the Senior Leader in charge of the College provision as and when needed in the absence of the Principal/Assistant Principal. .
2. To lead the Residential Team in ensuring the delivery of high quality Shared Lives and Residential Provision for service users including the customers of the Shared Lives Scheme.
3. To act as the Registered Manager for CQC, and where appropriate CSSIW registration and work to plan, direct and manage CQC and if appropriate CSSIW inspections.
4. To act as the senior representative for the site with the Shared Lives Scheme.
5. To plan and monitor residential provision and where required and in conjunction with the customer, work to plan, direct and manage relevant inspection processes.
6. To oversee the admissions, placement transfer and legal requirements of the Looked after Children within the college.
7. To act as Deputy Designated Safeguarding Lead/Safeguarding officer for Ruskin Mill Trust and ensure compliance with safeguarding requirements and internal policies and practice ensuring concerns are raised and dealt with in collaboration with the Safeguarding Manager.
8. To chair operational meetings and attend professionals/multidisciplinary meetings as required.
9. As directed by the Principal or Director of College or the Trust Head of Residential to work closely with customers' management systems to ensure cohesive service planning and delivery.
10. To be responsible for the creation and delivery of a rich and valuable experience for students during college holidays, including working with tutors and other college managers to create projects which are congruent with the method of the Trust.
11. To be responsible for setting, effectively managing and monitoring of the residential budget in consultation with the College Accountant, College Principal and the RMT Finance Committee
12. To ensure that residential staffing is efficient, planned and well managed

13. To lead a residential staff work force planning and recruitment strategy at a local level in partnership with other senior colleagues in the Trust, in order to minimise agency usage.
14. To lead the Residential Team in relation to the embedding of RMT's Food & Nutrition policy and TRL's seven care qualities.
15. To carry out assessments of new Shared Lives Provider applications, linking with the Shared Lives Scheme Manager and Human Resources to ensure effective recruitment and submit completed applications to the Shared Lives panel.
16. To ensure that all Shared Lives Panel members and Shared Lives Providers receive regular support and monitoring and complete appropriate training both before and following placement of service users.
17. To plan and monitor Shared Lives provision in conjunction with Residential team. To co-ordinate and manage an emergency on-call service, and, ensure that there is an appropriate debriefing mechanism for key and relevant information.
18. To ensure that residential assessments are carried out to provide sufficient, accurate and meaningful feedback to the admissions process.
19. To lead the Shared Lives Coordinators and Residential Managers where applicable in matching with individuals requiring support through placements.
20. To provide supervision and support to senior Residential staff and others if required.
21. To role model exemplary practice with staff support, supervisions, debriefs and coaching and mentoring staff to be able to work with the high needs students.
22. To provide exemplary role modelling to staff on managing the behaviours of the higher needs students. This will include working on shift with the staff as required.
23. To ensure that the Principal/Director of Colleges and Trust Head of Residential are updated on all issues and concerns, which may impact on the effective relationship between the residential team, students and the College.
24. To act as a duty manager and Designated Safeguarding Deputy on the out of hours college duty manager rota.
25. To establish, support and guide households through regular visits to households and to monitor and record the following with reference to the national minimum standards, CQC requirements, where required CSSIW requirements and customer quality 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 the service user;
  - storage and recording of any medication required by the service user in the household;
26. To work collaboratively with the cross Trust quality group to ensure effective and robust quality and compliance standards, this will include conducting audits,

producing reports and being subject to monitoring and inspection of these standards.

To provide cover and support in residential management in other locations in the Trust, during periods of absence of their registered manager or during periods of significant need.

27. Promote a healthy and safe working environment for self and the Shared Lives Team to include respecting each other, challenge prejudices and discrimination.
28. Establish and maintain positive working relationships with our customers, and all service users, their family and friends.
29. To oversee with the identified member of the Hiram Education and Research Team the appropriate induction, training and continuing professional development of the Shared Lives and Residential Team.
30. To lead the formation and delivery of training both formal and informal as required in order to meet development objectives of the residential provision.
31. To ensure that appropriate links are developed and maintained with the community and outside organisations with the aim of making available suitable activities for service users.
32. To attend and represent the residential provision at college meetings and open days, as required.
33. To provide regular reports to the Executive Principal/Director of Colleges, including details for use in submissions to Trustees of Ruskin Mill

### **General**

1. To share Ruskin Mill Trust's and the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout Ruskin Mill Trust and the Trust.
5. To work co-operatively with other staff within Ruskin Mill Trust and the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.

11. To undertake training and development as required by Ruskin Mill Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
12. To undertake work related continued professional development (CPD) as required by the post.
13. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
14. 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 Head of College Residential has direct supervisory and line management responsibility for Shared Lives Coordinators and Residential Managers/Residential House Managers/Senior Residential Support Workers and Administrators within the local provision, and other identified educational staff.

The post holder will provide guidance and support to Shared Lives Providers.

### **Liaison**

To liaise with all staff employed within Ruskin Mill Trust, 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:** Head of College Residential

The following are the criteria that will be used for Shortlisting

- Relevant qualification to allow for approval as a registered manager with CQC (and CSSIW as appropriate)
- At least 5 years' experience of holding the Registered Manager responsibility in a multiple homes for young people with learning disabilities including Autistic Spectrum Condition
- Significant operational experience in a care environment working with all levels of staff and management
- Experience of working within a complex organisation
- 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
Practical Skills Therapeutic Education (Level 4 training)	To be individually agreed with the post holder	3 years
Transformative Leadership and Management (Level 5 training)		1 year
MSc in Practical Skills Therapeutic Education		18 months
Safeguarding - Internal Policies and Procedures	Within 2 months of commencing role	2 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
Other trainings which have been identified for residential staff	At the first training opportunity	Variable (online, classroom based and self-directed)