

Ruskin Mill Trust Limited

Job Description

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| Position: | Residential House Manager |
| Post Reference No: | RMT101216 |
| Grade: | 7 : 8 |
| Responsible to: | Head of Care |
| Location: | Nailsworth, Pembrokeshire, Stourbridge and Sheffield |

Job Purpose

The Residential House Manager will be a member of the residential team and work in a flexible and collaborative manner with the Residential Team and the Head of Care. Each Residential House Manager will be responsible for overseeing and supervising an allocated group of residential staff and provision within one or more residential houses. They will also ensure that residential staff are appropriately trained and supported. As a team and individually, Residential House Managers will be expected to ensure the effective operation of the residential provision. They will work directly with the residential staff to ensure the delivery of an appropriate extended curriculum programme to the students within the residential provision.

The Residential House Manager will support the establishment of a high quality provision and service delivery in the Residential Team Houses.

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 the customer at all times.

Main Duties

1. To ensure the delivery of high quality residential provision for college students, including working directly with students to support them in achieving greater independence and autonomy, especially in the area of living skills
2. Liaising with parents and other agency's in relation to student issues
3. Ensuring that all health and safety and maintenance issues are reported appropriately and followed up
4. Tracking and recording the progress and achievement of students
5. To undertake on-call duty as part of the Residential House Manager on-call duty rota

6. To ensure that all residential staff practice is in line with the customer's framework for quality assuring learning in the residential provision
7. 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
8. To ensure that all activities within the households are in reference to the national minimum standards and CQC 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
9. To track and monitor household budgets (food, energy etc), allowance and staffing costs within ensure they operate within the agreed budget
10. To work and support the Head of Care in planning and supporting the implementation of the following within the relevant household(s):
 - 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;
11. To carry out annual staff reviews for all Residential Service staff within their allocated staff group.
12. To oversee the continuing professional development of residential staff
13. To liaise with the Administration team to ensure that all records, including: induction, training, inspection, observation and supervision are accurately maintained
14. To provide guidance and leadership to the residential services staff.
15. To lead where appropriate and to participate in team meetings.
16. To deliver training both formal and informal as required by the Shared Lives Coordinator and Residential Manager.
17. At all times to ensure the highest standards of safeguarding and to ensure all concerns are raised in line with best practice and policy.

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 Residential 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 Ruskin Mill Trust 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: Residential House Manager

The following are the criteria that will be used for Shortlisting

- NVQ Level 4/ 5 Health and Social Care (or equivalent) qualification
- Significant operational experience in a care environment working with all levels of staff and management
- Experience of working within a complex organisation
- Experience of working with young people with learning difficulties and behaviours that challenge
- 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