



Job Description

Home Manager

Job Details	
Grade	5
Job Evaluation Number	TBC
Number of Posts	1
Department	Residential
Reporting to	Head of Service - Residential

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:



- healthy, happy, resilient children living in families.
- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities

To undertake the role of manager as defined by the Children's Homes Regulations.

- Taking responsibility for the day-to-day management of the home.
- Acting at all times to promote the best interests of the young people within the home.
- Implementing child-centred practice and all procedures to protect children.
- Managing and making best use of available resources.
- Contributing as one of the team of home's managers, to the Children's Residential Services management team.
- Manage and lead effective working relationships between team members, colleagues and external agencies.
- To promote a positive relationship between the Home and wider community.
- Ensure that staff have continued professional development, developing the necessary knowledge and skills.
- Provide professional supervision to managers and staff in line with the Trusts policy on reflective supervision.
- Regularly appraise the managers and staff practice.
- Effectively recruit and select staff in line with safer recruitment procedures and ensure all recruitment records comply with schedule 2 of the Childrens Homes regulations.
- Promote, identify, manage and as appropriate deliver training.
- Investigate complaints in accordance with the Trusts complaints' procedures and/or contribute to the Investigations of other agencies.
- Provide a role model to staff to provide excellent practice, identifying performance gaps and



addressing these as necessary.
<ul style="list-style-type: none">• To prepare and Involve staff in Quality audits under regulation 44 and 45.
<ul style="list-style-type: none">• Promote a culture of learning, developing within the staff team an awareness of relationship-based practice.
<ul style="list-style-type: none">• To take responsibility for your own continuing professional development and to participate in the evaluation and development of your own practice.
<ul style="list-style-type: none">• Responsible for the Management of Health and Safety within the home, including acquiring the necessary skills and knowledge to discharge these responsibilities
<ul style="list-style-type: none">• Contribute to service plans including the homes development plans and Business continuity plans.
<ul style="list-style-type: none">• Responsible for ensuring that all concerns or allegations of abuse are reported to the appropriate bodies and managed in accordance with Established Safeguarding Procedures.
<ul style="list-style-type: none">• Responsible for planning effective staffing rosters, also ensuring that the home has appropriate management cover at all times; liaising with line managers to identify appropriate arrangements when necessary and attending or being available outside normal planned hours when circumstances require.
<ul style="list-style-type: none">• Provide a flexible support for the home and be part of an "On call" rota.
<ul style="list-style-type: none">• Manage a budget for the home in line with the Trusts financial procedures.
<ul style="list-style-type: none">• Proactively use management information, financial and case recording systems.
<ul style="list-style-type: none">• Ensure the most effective use of managed resources, including overseeing the fabric of the building, quality of repair work.
<ul style="list-style-type: none">• Maintain systems and records to ensure that all required checks, services, repairs and certificates are undertaken in a timely manner and documentation is available within the home.
<ul style="list-style-type: none">• Ensuring that the service offered by the home and experienced by the young people resident is Good or above as defined by the Childrens homes regulations and quality standards 2015.
<ul style="list-style-type: none">• Managing admissions to the home in line with the home's registration and statement of purpose.
<ul style="list-style-type: none">• Ensuring the working environment promotes the wellbeing of staff, monitoring sickness/absence and supporting staff.
<ul style="list-style-type: none">• Ensuring the safety of staff and children by completing appropriate risk assessments.
<ul style="list-style-type: none">• Ensuring that all accommodation provision promotes a culture of transparency and accountability, which positively promotes the rights and welfare of all young people, looked after, within the spirit of the Corporate Parenting approach.
<ul style="list-style-type: none">• Undertaking disciplinary and grievance investigations as appropriate in line with the Trusts Policy and Procedures.
<ul style="list-style-type: none">• To manage the investigation of complaints.
<ul style="list-style-type: none">• To provide reports as required to other agencies, managers and the Trusts executive and Board.



- Providing immediate 'out-of-hours' support to the home. The Trust currently operates a paid on-call system for significant issues or incidents across the Trusts homes.

Key Information	
Is a Safeguarding Check needed?	<ul style="list-style-type: none"> • Enhanced - Children
Will this position have Line Manager Responsibility?	<ul style="list-style-type: none"> • Yes

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF/I	QCF 5/NVQ Level 4 qualifications in Child Care, or equivalent, in line with the Childrens Homes Regulations 2015.
Qualifications	AF/I	Management qualification to QCF 5/NVQ Level 4 or equivalent. in line with the Childrens Homes Regulations 2015.
Training	AF/I	Knowledge and understanding of childcare, health and safety and other legislation.
Experience	AF/I	Experience of working in residential services for children.
Experience	AF/I	Experience of working in a children's residential setting at a senior level.
Experience	AF/I	Experience of successfully providing individual care planning in a group environment.
Experience	AF/I	Experience of working with and



		within a team and in partnership with other agencies.
Experience	AF/I	Experience of chairing formal meetings and preparing formal reports.
Skills	AF/I/E	Understanding of the Childrens Homes Regulations and Quality Standards 2015.
Skills	AF/I	Able to manage staff capability.
Skills	AF/I	Able to supervise, encourage personal development and engage individuals in training.
Skills	AF/I/E	Good communication skills, in formal and informal settings with staff and young people.
Skills	AF/I	Demonstrable leadership skills.
Skills	AF/I	Able to prioritise tasks and recognise situations where assistance is required.
Skills	AF/I	Able to support others enabling them to work effectively.
Skills	AF/I	Able to plan the deployment of resources, and monitor expenditure so as to make most efficient use of resources.
Skills	AF/I/E	Able to provide child focused services.
Skills	AF/I	Able to undertake and operate in a manner that reflects health and safety/risk assessments.
Skills	AF/I	Able to carry out investigations and provide relevant report and oral presentations.
	AF/I	Develop and monitor business plan.
	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as

		required by Part 7 of the Immigration Act 2016
Other	AF/I	Commitment to equal opportunities in service delivery and employment.
Other	AF/I	Use of IT systems in care and resource management.
Other	AF/I	Commitment to user involvement and participation.
Other	AF/I	Ability and willingness to travel to areas in and out of the City as and when required.

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

