



## Job Description

### Registered Manager

| Job Details            |                               |
|------------------------|-------------------------------|
| <b>Grade</b>           | D                             |
| <b>Number of Posts</b> | 1                             |
| <b>Department</b>      | Residential                   |
| <b>Reporting to</b>    | 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

**Overview of the role:**

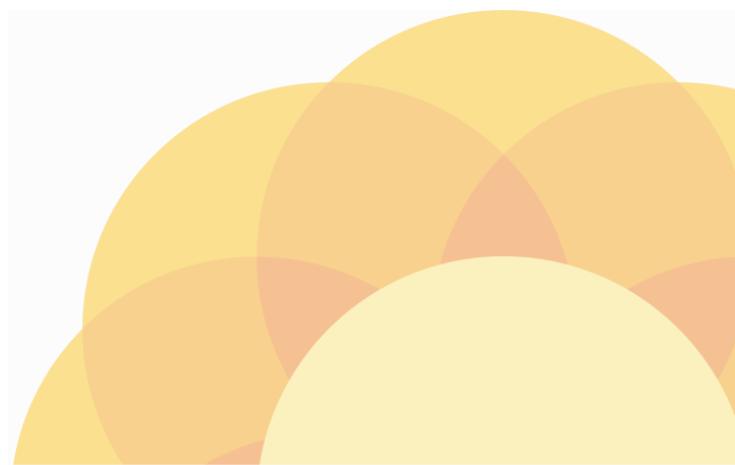
- To undertake the role of manager as defined by the Children's Homes Regulations.
- Taking responsibility for the day-to-day management of the home.
- Acting at all times to promote the best interests of the young people within the home.
  - Implementing child-centred practice and all procedures to 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.

**Key Responsibilities:**

- 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.



|   |
|---|
| <ul style="list-style-type: none"><li>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.</li></ul>  |
| <ul style="list-style-type: none"><li>Promote, identify, manage and as appropriate deliver training.</li></ul>  |
| <ul style="list-style-type: none"><li>Investigate complaints in accordance with the Trusts complaints' procedures and/or contribute to the Investigations of other agencies.</li></ul>  |
| <ul style="list-style-type: none"><li>Provide a role model to staff to provide excellent practice, identifying performance gaps and addressing these as necessary.</li></ul>  |
| <ul style="list-style-type: none"><li>To prepare and Involve staff in Quality audits under regulation 44 and 45.</li></ul>  |
| <ul style="list-style-type: none"><li>Promote a culture of learning, developing within the staff team an awareness of relationship-based practice.</li></ul>  |
| <ul style="list-style-type: none"><li>To take responsibility for your own continuing professional development and to participate in the evaluation and development of your own practice.</li></ul>  |
| <ul style="list-style-type: none"><li>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.</li></ul>   |
| <ul style="list-style-type: none"><li>Managing admissions to the home in line with the home's registration and statement of purpose.</li></ul>  |
| <ul style="list-style-type: none"><li>Ensuring the working environment promotes the wellbeing of staff, monitoring sickness/absence and supporting staff.</li></ul>   |
| <ul style="list-style-type: none"><li>Ensuring the safety of staff and children by completing appropriate risk assessments.</li></ul>   |
| <ul style="list-style-type: none"><li>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.</li></ul> |
| <ul style="list-style-type: none"><li>Undertaking disciplinary and grievance investigations as appropriate in line with the Trusts Policy and Procedures.</li></ul>   |





### Key Information

Is a Safeguarding Check needed? (*DBS and Experian background checks*)

#### Dropdown Options:

|     |  |
|-----|--|
| Yes |  |
|-----|--|

|          | Children | Adults | Children and Adults |
|----------|----------|--------|---------------------|
| Basic    |          |        |                     |
| Enhanced |          |        | X                   |

Will this position have Line Manager Responsibility?

#### Dropdown Options:

|     |
|-----|
| Yes |
|     |



## Person Specification

| <b>Essential Criteria</b>   |  |                                     |
|---|--|-------------------------------------|
| <b>Method of Assessment (M.O.A):</b> AF = Application Form; E = Work Based Exercise; I = Interview;<br>P = Presentation; Q = Qualifications |  |                                     |
| <b>CRITERIA</b>   | <b>ESSENTIAL</b>   | <b>Method of Assessment (M.O.A)</b> |
| Qualifications  | QCF 5/NVQ Level 4 qualifications in Child Care, or equivalent, in line with the Childrens Homes Regulations 2015.<br><br>Management qualification to QCF 5/NVQ Level 4 or equivalent. in line with the Childrens Homes Regulations 2015. | AF/I<br><br>AF/I                    |
| Training  | Knowledge and understanding of childcare, health and safety and other legislation.   | AF/I                                |
| Experience  | Experience of working in residential services for children.  | AF/I                                |
| Experience  | Experience of working in a children's residential setting at a senior level.   | AF/I                                |
| Experience  | Experience of successfully providing individual care planning in a group environment.  | AF/I                                |
| Experience  | Experience of working with and within a team and in partnership with other agencies.   | AF/I                                |
| Experience  | Experience of chairing formal meetings and preparing formal reports.   | AF/I                                |
| Skills  | Understanding of the Childrens Homes Regulations and Quality Standards 2015.   | AF/I/T                              |
| Skills  | Able to manage staff capability.   | AF/I                                |



|        |   |      |
|--------|---|------|
| Skills | Able to supervise, encourage personal development and engage individuals in training    | AF/I |
| Skills | Good communication skills, in formal and informal settings with staff and young people. | AF/I |
| Skills | Demonstrable leadership skills.   | AF/I |
| Skills | Able to prioritise tasks and recognise situations where assistance is required.         | AF/I |
| Skills | Able to support others enabling them to work effectively.                               | AF/I |

**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.**

