**SILVER LINE HOMES**

**JOB DESCRIPTION**

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| **JOB TITLE:** Responsible Individual  **RESPONSIBLE TO:** Director(s) and/or Operations Manager  **RESPONSIBLE FOR**: Registered Manager |

**Objectives**:

1. To supervise the management of the home on behalf of the organisation.
2. To understand both effective practice in responding to the needs of looked after children and of local authority care planning duties and **how the home is required to support these**.
3. Be able to demonstrate you have the capacity, experience and skills to supervise the management of the home.

**Main duties and responsibilities**:

* Ability to develop the leadership and management of the home and ensure that the home has the capacity and capability to meet the Quality Standards.
* Ensure that effective practice is in place to response appropriately to the needs of looked after children in the home.
* Ensure that the home supports the local authority in delivering their care planning duties.
* To be visible and accessible to the Registered Manager and provide the necessary support for them to effectively manage the running of the home.
* Conduct regular supervision of the Registered Manager, (taking approximately every 6-8 weeks), scrutinising decision taken by the Manager and providing insight into areas of development.
* Conduct / facilitate face-to-face training where necessary based on experience working in children’s social care.
* Provide support and guidance to Registered Manager and/or person responsible for home placements, when matching children who reside in the home.
* Ensuring that the home is meeting Ofsted’s Quality Standards and to provide feedback on areas of improvement and / or good practice that has been observed.
* Undertaken regular continuing professional development to ensure you have the skills needed to support the development and supervision of the Registered Manager.

***This list of duties is not exhaustive and may be added to from time to time***

**Responsible Individual**

#### PERSON SPECIFICATION

**CRITERIA REQUIRED FOR THE ROLE**:

#### EXPERIENCE AND ABILITIES

Experience and understanding of running a children’s home. ESSENTIAL

Good understanding of safeguarding processes. ESSENTIAL

Experience working with Ofsted and Local Authorities. ESSENTIAL

Experience of motivating others and improving services. ESSENTIAL

***Experience in working with children and young people with trauma and loss. DESIRABLE***

#### KNOWLEDGE / QUALIFICATIONS

Knowledge of the law, regulations and Quality Standards and how to apply them ESSENTIAL

A good understanding of practice and working with young people ESSENTIAL

A good understanding of the policies and procedures used in children’s home. ESSENTIAL

Knowledge of general health, safety and well-being of children and young people. ESSENTIAL

***Diploma Level 7 in Management / NVQ Level 7 (Strategic Management). DESIRABLE***

#### PERSONAL QUALITIES

Good leadership and management skills including financial management. ESSENTIAL

To be of good character and integrity. ESSENTIAL

Excellent written and oral communication skills. ESSENTIAL

Effective organisational skills. ESSENTIAL

***Creative outlook on outcomes and evidence-based practices. DESIRABLE***

***General knowledge of how children generally develop and learn. DESIRABLE***