



Position: Responsible Individual

Reporting to: Company Directors

Job Purpose:

- The post holder will have a major contribution to make on the development and growth of khaya, aligning services and setting the strategic priorities for fostering.
- Act as Ofsted Responsible Individual, ensuring our service is fully compliant with legislative and regulatory requirements.
- The Responsible Individual will work with the Registered Manager; ensuring the service is safe, well run and complies with regulations.
- To support the Registered Manager in the management of khaya and provide management support and supervision to the Registered Manager.

To ensure a high standard of consistent care and service in accordance with legislation, central government guidance, regulations and standards, and the policies and procedures of First for Fostering.

- Conduct internal audits and quality checks of policies and procedures and service regulations. Identify recommendations and areas for improvement. Maintain an audit schedule to ensure the organisation complies with legislative and regulatory requirements.
- To be responsible for the IFA making safe and robust decision making, prompt and appropriate responses to referrals, assessments, and allocation of work, in accordance with statutory requirements, local and national policies and procedures.
- Ensure the provision has clear written reports, reviews, network/ planning meetings, and any other purpose as required. Ensuring good quality analysis, planning, and risk assessment is evident throughout the service.
- Ensure the team maintains accurate and full records of all interventions with service users and foster carers, in line with safeguarding children and data protection requirements.

Main Responsibilities

- Deliver a quality focused service for excellent outcomes.



KHAYA HOME

- The Responsible Individual will provide management support and professional supervision to the Registered Manager. They will meet with the Registered Manager on a regular basis and provide informal and formal supervision. They will support in the management of the service; ensuring the service is safe, well run and complied with regulations.
- They will ensure policies and procedures are kept up to date, regularly monitored and consistent with statement of purpose and relevant legislation and national guidance.



- The Responsible Individual will ensure the service is responsive and proactive in identifying and mitigating risks and supporting positive risk taking and independence.
- The Responsible Individual will be designated lead for managing safeguarding.
- The Responsible Individual will be the designated Data Protection Officer.
- Support the Registered Manager in preparation for OFSTED registration, inspections and subsequent action planning.
- Support the Registered Manager with service delivery plan which includes any actions arising from Ofsted inspections. Act on and/or delegating actions or recommendations from any reviews and ensure that all outcomes are completed.
- To review, audit and quality check records in line with service standards and support the Registered Manager action plans to achieve compliance. Maintain an audit schedule to ensure the company complies with legal, regulatory requirements.
- To guarantee that the Foster Agency have continuous improvement & development plans and ensure these plans are implemented.
- Maintain high standards of professional practice, working at all times in the best interest of children and young people and their carers.
- Support in the recruitment of staff, ensuring the proper application of First for Fostering recruitment and selection procedures and manage and oversee the Induction, Discipline, Capability and Grievance procedures.
- Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.
- To ensure that young people's needs are met through a strong emphasis on communication and participation.
- To participate in meetings and training events as required by line managers and Directors
- To ensure that First for Fostering policies and procedures are adhered to including Health and Safety and Equal Oppkhanities policy and to assist in the development of procedures.
- To liaise with Ofsted and other relevant bodies regarding notification of significant events under regulatory requirements and ensure the prompt action and distribution of paperwork and procedures in relation to accidents, incidents and notifiable events to relevant parties.



- To investigate, manage and monitor incidents and complaints as required by the regulatory body responsible.
- The post holder will be expected to continuously develop in their role. It is in the nature of the work of First for Fostering that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken but which will be within their level of responsibility.



These additional duties will normally be to cover unforeseen circumstances or changes in work, and they will normally be compatible with the regular type of work.