



# Q House

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## **Job Description and Person Specification**

### **Essential Qualifications/Experience:**

- Level 5 Diploma in Leadership and Management for Residential Childcare (or a qualification which the registered provider considers to be equivalent to the Level 5 Diploma) or be committed to achieving the relevant qualification within the timescale required by the Children's Homes Regulations.
- Has worked for at least 2 years, within the last 5 years, in a position relevant to the residential care of children.
- Experience of working with children and young people with autism.
- Worked for at least one year in a role requiring the supervision and management of staff working in a care role.

### **Desirable Experience:**

Sound knowledge of Ofsted requirements and current, relevant legislation.  
Working with children, young people and their families.

- Work in a residential setting.
- Inter-agency work
- Budget management.
- Familiarity with IT systems.
- Systems developing, management and monitoring.
- Experience of supervision and delivery of training, e.g. NVQ Assessor qualifications.
- Organising and co-ordinating delivery of services.

### **Knowledge and Understanding**

- Children Act 1989 and associated regulations and practice guidance
- Every Child Matters Procedures including Child Protection and Children in Need
- Policies including Assessing Outcomes, Children's Rights, Equality and Diversity
- Children's Homes Regulations and Quality Standards.
- Care Planning and reviewing processes.
- Risk assessment and risk management.
- Range of social care services provided to children and young people.
- Human Resources practice awareness.
- Working knowledge of quality assurance systems.
- Staff recruitment procedures.

**Attributes:**

- Emotional resilience and maturity.  
Balanced perspective.
- Creativity and the ability to be imaginative but practical about childcare.
- Drive to see things through.
- Flexibility.
- Ability to sustain and work through placement issues thus reducing unnecessary moves for young people

**FITNESS:** *Applicants are required to complete and return an application form and undergo a formal interview process requiring references to be taken and an enhanced DBS check to be completed. To be 'fit' to manage the home, in accordance with current Children's Homes Regulations a successful candidate will need to submit an application to register with Ofsted, as a manager and, as part of that process, will be required to undertake a Suitable person Interview with Ofsted*

**The role:**

The post holder will be the Registered Manager for the home as specified in the Children's Homes Regulations 2015 and will be required to fulfil the obligations set out in the National Minimum Standards for Children's Homes 2015.

The home will provide respite placements for young people where the plan indicates this to be the most suitable intervention. The following skills are therefore crucial: Emotional sustainability; sound partnership practice; excellent verbal and written communication skills; the ability to form lasting relationships; commitment to working issues through; the capacity to be tenacious in working in a planned way to achieve the best outcomes for every young person through establishing achievable targets.

**Responsibilities:**

To assist the registered manager and deputise for the manager and be responsible for the management, co-ordination and development of a range of quality services for young people accommodated within the home.

- To promote the practice of working in partnership with young people, their families and other staff within the Service who are familiar with the needs of the young person, and have extensive knowledge of autism as well as with other agencies, in order to meet the identified needs of young people.
- To provide effective leadership by implementing organisational strategies to enable the objectives of the service to be fully achieved.
- To assist the registered manager to actively participate in staff recruitment and in any staff grievance or disciplinary processes.
- To work in collaboration with the responsible individual and registered manager to undertake appropriate training and implement good practice in autism.  
To promote the development and effective working practice by ensuring that staff training and development needs are identified and by ensuring that those needs are met. To assist in training staff as required.
- To maximise the effectiveness of staff through motivation, development and the application of the Services personnel policies.
- To take the lead, with the registered manager in setting standards and evaluating achievements.
- To take a proactive role in the development of corporate policies and service initiatives, aimed at improving the services provided by the Service.
- To assist the manager in ensuring that the Statement of Purpose accurately reflects the operational practices of the home and correctly outlines the qualifications, experience and expertise of the staff employed within the home.  
To assist the manager set to review targets and objectives for the home's staff team in order to ensure that work is focused and has clear direction .
- To have line management responsibilities for the staff team, ensuring that all staff receive appropriate induction, supervision and appraisal, and to provide operational management of the staff team and to deploy appropriate staff resources in order that key tasks are fulfilled.

- To ensure that sufficient back up resources are available in emergency/out of hours situations including participation in an out of hours 'On-Call' rota.  
To develop effective communication strategies and systems, thus ensuring an efficient exchange of information to support staff in the operation of their duties.
- To support the manager in managing admissions and allocation of a range of services provided to meet the identified needs of young people.
- To ensure that all Health and Safety Regulations are complied with in accordance with the Services policies, procedures and practices and in accordance with legal requirements.
- To regularly inspect the condition of the structure, fabric, furnishings and fittings of the building to ensure that all necessary equipment etc. is in good working order and of a reasonable and acceptable standard of repair.  
To assist the manager ensure that effective finance budgets, control, administration and records comply with the Services expectations and procedures.  
To promote and implement the company's Equality and Diversity policies and procedures.  
To ensure that staff understand and implement the company's Child Protection Procedures.
- To undertake any other such duties as required by the manager, responsible individual, trustees, commensurate with the grade of the post.

**Note: This post is non-residential, 37 hours per week, but the post holder will be required to be part of a management rota providing out of hours support for the Service.**

**Professional Practice:** To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Services stated objectives of continual improvement in quality of its service to internal and external customers.

**Quality Assurance:** To set, monitor and regularly evaluate standards of practice with regard to individual and team performance and service quality to ensure that the user and Service requirements are met and that the highest standards are maintained. To ensure that practice consistently complies with the requirements of The Children's Homes Regulations 2015 and meets the Quality Standards.

**Communication:** To establish and manage communications systems to ensure that the Services procedures, policies, strategies and objectives are effectively communicated to all team members.

**Health and Safety:** To ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored and are fully compliant with legal requirements.

**General Management:** To provide vision and effective leadership to staff within the care team. To ensure that robust systems are in place for workload allocation and management; the implementation of the Services policies and procedures, including those relating to supervision and appraisal and all aspects of performance, personal development, health and welfare and financial management. To manage a designated budget ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

**Equality and Diversity:** As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have developed policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination. These policies apply to all employees of the Service.

**Confidentiality:** All members of staff are required to undertake that they will not inappropriately share or discuss personal confidential information to which they may have access during the course of their work.

**Induction/Training:** The Service has in place an appropriate induction programme designed to help new employees to become familiar with their responsibilities and effective in their roles and to understand the

expectations of the organisation. All residential staff are supported to achieve the Level 3 Children & Young Peoples Workforce Diploma with social care pathway within the required timescale.

**Legal and Statutory Responsibilities:** All staff must be prepared to comply with the Service's Health and Safety policies and attend relevant statutory training as required. The Service is committed to equality, diversity and inclusion of staff and service users. All staff are required to demonstrate their commitment to these policies in their day to day work and to treat others with dignity and respect at all times.

**Corporate Responsibilities:** All staff are expected to demonstrate a commitment to the vision, aims and core principles of the Service and be prepared to consistently contribute towards these aims within their staff team.





