



Post:	Registered Manager
Salary band:	£40,000 - £50,000 + Benefits
Accountable to:	Principal
Responsible for:	Children's Home Care Team Members
Provision:	Therapeutic home for girls & boys aged 6-12 years.

### About Appletree Treatment Centre

Appletree Treatment Centre opened in 1995, we remain small, family run and dedicated to helping young children 6 to 12 years old who have experienced significant trauma. Our home and school teams provide truly nurturing care and education.

Our therapeutic approach has been successful for many years. Our teams are dedicated to helping our children: feel safe and loved, learn and grow, understand and manage their feelings. They help our children make sense of their journey, building their resilience so they are ready to cope with their next step when they move on from us.

We are well known for our focus on transitions back to a family setting before our children reach their teenage years. Our success with primary age children is exceptional, confirming our status as a leading provider of therapeutic care and education for young children.

### Children

Our children have experienced significant trauma in their lives, this has often been compounded by multiple breakdowns with family and foster care placements. When they come to us, they are a bubbling pot of feelings and emotions, we understand that behaviour is communication. We help our children understand that they are not bad, but bad things may have happened to them. We help them to understand and name their feelings, helping them to develop strategies to allow them to be successful in all aspects of their lives. By the time they are ready to leave us our children have the ability and resilience to cope with their next step.

### Main Purpose of Post

- To lead and manage all aspects of the home.
- To be responsible for the safe and effective management of the home.
- To be responsible for shaping and delivering the residential home's Statement of Purpose and managing a team to achieve the same.
- To maintain the culture and implement the ethos of ATC.
- To distinguish effectively between decisions which need immediate attention and those that can be deferred.

### The expectation of the Registered Manager

- You must ensure the children's and adult's safety and well-being is appropriately protected at all times.
- You are able to inspire, lead and manage a team of staff to deliver high quality care, which will meet the specific needs of each individual child placed in the home.
- Your leadership and management will result in positive experiences and progress for children and adults.

- You will actively promote equality and diversity, and challenge any discriminatory behaviours.
- You have a good understanding of all aspects of practice that relate to managing a children's home.
- You have a thorough knowledge of the legislation and guidance that applies to children's homes.
- You have a thorough knowledge of Ofsted's policies and procedures, including guidance on the children's homes inspection framework.

### Level of Post

The Registered Manager is a vitally important role within Appletree Treatment Centre. You will be part of the Appletree Treatment Centre Senior Leadership Team. You will be accountable to the Principal/Responsible Individual.

### Why work for Appletree Treatment Centre

As a truly independent organisation we prioritise the health and wellbeing of the staff. You will be part of a team that receive exceptional support and training from all aspects of the organisation. ATC has an open culture where ideas are welcomed, and staff are listened to. We are innovative and always want to improve our way of working to benefit our children and adults. The ethos and culture is driven to ensure children can return to a family setting and lead fulfilling lives. You will be joining an organisation that values its staff and really cares about its children.

Additional benefits:

- Blue Light Card
- Employee Reward Scheme
- Cycle2Work
- NEST Pension
- Gym Membership
- Increased Overtime Rates
- Staff Consultation
- Support Sessions
- Wellness Group

*Everyone within Appletree Treatment Centre has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and for ensuring that they are protected from harm. We carry out the appropriate vetting and verifications on all staff, including online/social media checks and this post is subject to an enhanced DBS check.*

## Duties and responsibilities

1. To lead and ensure the efficient operation of the home in accordance with the relevant legislation, procedures, policies and the Statement of Purpose for the home.
2. To produce and implement the development plan for the home that ensures the delivery of high quality, clinically informed practice.
3. Ensure effective safeguarding and promoting individual rights, providing good quality care which is free from oppression and where differences are respected and valued.
4. To be part of an On-Call system, (1 in 5).
5. Ensure that safe working practices are employed by all staff at all times in accordance with the Health and Safety at Work legislation. Co-operate with designated personnel exercising their responsibilities in relation to the Health and Safety at Work Act.
6. To meet the needs of the children, helping them develop and grow through collaborative work with internal and external agencies.
7. To lead the management, appraisal, supervision and support of all staff to achieve the highest standards of care for the children placed within the home.
8. To lead and monitor casework and administrative functions of the home and evaluate standards of performance, in line with Regulations.
9. To promote appropriate and therapeutic relationships between staff, children, professionals and the child's family.
10. Through the child's voice promote the children's involvement and participation in the day-to-day life of the Home.
11. To be involved in recruitment of staff including vetting, interviewing and inducting new employees.
12. To contribute to a comprehensive staff training and development programme including Appletree Treatment Centre's Diploma to ensure the home's team has the necessary skills and levels of expertise to meet the needs of the children.
13. Liaise with the various internal and external multi-disciplinary teams and commissioning authorities to ensure that the care needs of all the children placed at the home are met.
14. To lead meetings, reviews and discussions as necessary.
15. To ensure that professional ethics and behaviour are demonstrated by all staff at all times.
16. Actively promote the ethos and be a focal point for support, advice and coaching to all staff within the Home.
17. To ensure that duty rotas are in place that mean the needs of the children are met at all times.
18. To work seamlessly with our education provision to ensure the best possible educational outcomes for children.
19. To ensure that the company's policies and procedures are adhered to.
20. Ensure all necessary documentation required by regulators is completed to a high standard and is available for inspections, checks or interviews as requested.
21. Any other such duties as may be required from time to time by the Principal.

*This job description is not intended to be a complete list of duties and responsibilities but indicates some of the main areas attached to the post of Registered Manager.*

*This job description may be amended from time to time, to take account of changing trends in social care relevant legislation, together with Employment Law.*

*If there is any part of the above job description that the applicant/post holder is unsure of, they must discuss this with their Line Manager or relevant person at the earliest opportunity.*

## Person Specification

<b>Area</b>	<b>Criteria</b>
<b>Experience</b>	1.1 At least 3 years in depth, recent residential childcare experience working with young people with challenging behaviour
	1.2 At least two years' leadership experience. Ideally gained in a residential working environment, including recruitment, training, managing performance, disciplinary interviews etc
	1.3 Experience of OFSTED inspections, and other regulatory bodies, frameworks and assessment standards and undertaking Regulation 44 and 45 reviews
	1.4 Experience of handling conflict and managing sensitive issues to achieve positive outcomes
	1.5 Experience of working with budgets
	1.6 Experience of working in accordance with established policies and procedures and of developing and implementing new policies, practices and procedures
	1.7 Experience of managing health and safety issues, undertaking fire safety and health and safety checks and ensuring compliance with legislation
<b>Knowledge</b>	2.1 Up-to-date knowledge of relevant Child Care Legislation, Government Guidance and Best Practice.
	2.2 Detailed, working knowledge of Child Protection Policies and Procedures.
	2.3 Comprehensive understanding of child development and strategies for Managing Challenging Behaviour
	2.4 Understanding of the complexities of group living
<b>Education/ Training/ Qualifications</b>	3.1 Level 5 Diploma in Residential Child Care (or equivalent if qualified before January 2011) or the willingness to complete the qualification ( <b>Essential</b> )
<b>Skills &amp; Abilities</b>	4.1 Ability to manage the home including allocation of duties and responsibilities, staff deployment, day-to-day supervision and oversight
	4.2 Excellent verbal and written communication skills
	4.3 Ability to supervise team members.
	4.4 Ability to make informed decisions, give direction and lead by example
	4.5 Ability to work as part of a team within the homes and across the organisation
	4.6 Ability to present as a stable and consistent role model for children, staff and the home.
	4.7 Ability to multitask and prioritise using effective organisation and planning skills
	4.8 Ability to follow policies and procedures
<b>Other work-related requirements</b>	5.1 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service <b>OR</b> hold a satisfactory enhanced DBS check for the correct workforce <b>plus</b> existing registration for the DBS Update Service. Including Social Media Checks.
	5.2 Ability to understand the needs of people from diverse cultural, social and racial backgrounds especially those who have experienced a traumatic and abusive childhood
	5.3 Willingness to work a rota system and provide on call cover and undertake sleep-in duties
	5.4 Full driving licence (preferably without endorsements)