BACKGROUND

**Southend YMCA’s Children’s Home:** the Homely Space

Southend YMCA is a specialist children and young peoples’ charity – working in Southend and Essex. We work for and with children and young people, listening to their ideas, co-producing initiatives to provide developmental opportunities - all to combat the impact of poverty and social inequality. Resilience building is at our core, delivered through an early intervention, psychologically informed approach.

Without the Charity's transformational support many young people on the margins of society would be homeless, they may not develop the foundational skills, behaviours and resilience to succeed in education, or gain relevant qualifications and competencies for employment and independent adulthood.

Our charitable group offers a wealth of projects:

* Supported housing for children and young adults at risk (ages of 16-21). We are a Housing Association (registered provider of social housing)
* An Alternative Provision Free School offering a combined pastoral and GCSE programme (key stage 4, Ofsted Good).
* A breadth of youth work/recreational projects which further the social action of young people aiding personal, social, cultural development as well as creative/artistic practice. Developing the voice and influence of young people as citizens.
* Health and wellbeing support including mentoring, coaching, and therapeutic group work.

Without the Charity's transformational support many young people on the margins of society would be homeless, they may not develop the foundational skills, behaviours and resilience to succeed in education, or gain relevant qualifications and competencies for employment and independent adulthood.

Southend YMCA has a caring and creative culture as demonstrated through our Investors in People Award (Gold) and the Queens Award for Voluntary Service (the MBE for voluntary groups). These standards speak highly of the Charity as an employer and great place to work. This also means that the Manager will benefit from our established wrap around business team supporting financial, HR and facilities compliance.

This provides interesting intersectional and systemic learning which traverses some of the key societal issues facing young people: from housing and skills, to health and emotional wellbeing. All of our projects have successfully delivered through the Covid pandemic referencing Government guidance, working with Public Health, under the leadership of our internal, qualified Health and Safety leads. We are agile, research based, committed to reflective practice, with a relentless drive for improvement - to always deliver the best possible projects for and with children, young people, their parents and carers.

In 2021 we are planning to become a Registered Provider of Children’s Social Care and open our first Children’s Home. This is for five young people with social, emotional and behavioural needs of all genders, primarily aged 11-16 (with Ofsted registration up to 18 years of age).

Our five bedroom detached house is situated in Southend on Sea, Essex. It is modern, light and airy, with good connectivity and amenities. We anticipate opening either late 2021 or early in 2022, with a phased build-up of children.

The Manager will start their employment with us early August 2021. They will be instrumental in shaping the pre-opening phase of the home and be a valued member of our Senior Leadership and Management Team (SLMT). They will work with our CEO who has set up many successful, regulated children’s services and benefit from the expertise and coaching of consultants. The Manager will be part of our Safer Recruitment Processes contributing to the appointment of a multi-disciplinary staff team, who will deliver on our Statement of Purpose.

We care about our team and offer clinical supervision, an employee assistance programme, coupled with pastoral care. We believe that many Children’s Home Managers may feel very exposed in small independent settings. The Southend YMCA group offers wider assurance and business support. A solid organisation, based on solid, tested approaches.

Southend YMCA has a caring and creative culture as demonstrated through our awards: Investors in People (IIP) Award at Gold which speaks of our value based culture

The Matrix Standard (for information advice and guidance)

Community Safety Accreditation (with Essex Police)

The Queens Award for Voluntary Service (the MBE for voluntary groups).

JOB **DESCRIPTION**

Job Title: Children’s Home Manager

Location: Southend-on-Sea (and working in the locality)

Responsible to: The Responsible Individual

Responsible for: The Children’s Home multi-disciplinary staff team comprised of a Deputy Manager, specialist and generalist full and part time workers and night support (totaling 16.5 full time equivalents).

Other Key Relationships: Internal: Counselling Psychologist, SYMCA business support team (finance, HR, Health and Safety), and other departmental leaders and managers.

External: Engage with the wider system to meet children’s needs: Placing Authority, Social Workers, parents/carers, Virtual School, Designated Teachers/SENCO, dental, medical, nursing, therapeutic/children’s mental services, specialist services working with young people, any other relevant persons.

**PURPOSE OF THE POST**

We are looking for an inspirational Manager who has high aspirations for vulnerable children and young people. They will be an exemplary children’s care practitioner, with a strong understanding of how to manage contextual and thematic safeguarding risks. They will plan and deliver care which ensures the health and wellbeing of children and young people with social, emotional and behavioural needs.

Key approaches may include: restorative practice and other proven behavioural management policies and techniques; use of therapeutic models to operationalise ‘psychologically informed practice’; the establishment of known routines, safe spaces, privacy, fun activities and rewards focusing on children and young people’s strengths; supported by interagency working to effect a team around the child.

The Manager will mobilise and take full-time, day-to-day control of the home and carry out the management of the children’s home as the ‘Registered Person’.

The Manager will apply their proven experience, knowledge (qualifications) and skills to develop and manage the home effectively and lead the care of children. And in so doing provide children with a nurturing ‘Homely Space’ where they can fulfill their potential.

At all times meeting the Children’s Homes (England) Regulations (2015), the Quality Standards under the Care Standards Act 2000, and working towards achieving and then maintaining an Ofsted inspection judgement of ‘outstanding’.

Our Team is informed by our internal ‘ACHIEVE’ operating principles. These focus on the headline deliverables which should be achieved to underpin safe and effective services.

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| The KEY RESPONSIBILITIES IN DELIVERABLE AREAS are: |
| Be in full-time, day-to-day charge of the home: providing effective leadership, management and administration, to ensure a very high standard of residential care. Manage the home to safeguard and promote the wellbeing of the children and young people. Ensure that their welfare is the paramount consideration.Maintain in depth, up to date knowledge of the Children’s Homes regulations and Quality Standards, the Children’s Acts and other relevant legislation and guidance. Ensure the home operates in compliance with these requirements.Be accountable to the Registered Provider (Southend YMCA) and Ofsted.  |
| ACHIEVE PROJECT MANAGEMENT: All aspects of our activity is planned  |
| Manage the children’s home staff team: safely recruit, induct, lead, manage, develop and supervise a suitably experienced and qualified multi-disciplinary staff team, who can deliver the homes intended outcomes. Maintain Workforce Development Plans.Lead the team to implement approaches which respond to the risks, needs and strengths relating to each child. Uphold high standards of ethical behaviour within and outside the organisation. Organise staff rotas to ensure staffing suffiency.Facilitate core training to ensure high standards of safeguarding and childcare practice. Ensure all staff hold or achieve mandatory childcare qualifications within set timescale. Maintain a good understanding/working knowledge of children with emotional and behavioural difficulties, learning disabilities and behaviours that challenge. Embedding behavioural policies and plans; delivering risk management and therapeutic interventions. Operate an effective key worker system. This includes outreach outside of the home so children and young people have a positive, supported moving in and moving on experience.Lead and participate in staff meetings/training: apply models of delivery to further continuity of care. Proactively review probationary periods, assess own and team performance, to support continuous improvement and act on areas of development.Work with the Responsible Individual to contribute to the planning and development of the service. Work flexible hours if required to meet the needs of the service and young people. This may involve: on call, short notice, sleeping-in, public holiday weekend working, and unit holidaysManage time and resources within the home including managing financial expenditure against budgets and ensuring recording is accurately completed. |
| ACHIEVE the DEVELOPMENT of CHILDREN and YOUNG PEOPLE |
| Manage the home in compliance with the ethos of Southend YMCA: offering a caring developmental environment that enables each child and young person to reach their full potential.Contribute to the referral, assessment and admission procedures. Ensuring effective pre- placement assessment of need and placement planning. Ensure all relevant documents are obtained, and children’s backgrounds are fully understood. Ensure all children and young people have written placement plans in place: setting out how on a day to day basis they will be cared for, their welfare safeguarded, how educational and health needs will be met and kinship relations (with parents, friends etc.) managed. Such plans to be constantly reviewed to assure personalised care. Ensure that a Register of Children and comprehensive case records are maintained and stored for each child, alongside other regulatory documents and records which fully detail aspects of the homes operation such as, staff rosters, fire drills etc.Ensure that each child is supported to express their views, wishes and feelings. Children and young people are consulted about their care, and provided with opportunities to influence the running of the home.Work collaboratively within a multiagency framework with external agencies to ensure positive outcomes. Compile, update and make available the home’s Statement of Purpose.Manage relationships with all those involved in the young person’s life and other stakeholders and partner agencies who are engaged in providing packages of support.Ensure events, appointments or meetings are arranged, effectively timetabled, diarised and attended by the young person and/or appropriate staff or yourself.Ensure the promotion of education, recreation, health and emotional well-being: Children and young people are supported to attend local schools, they study and make measurable progress towards achieving their educational potential; they take part in enjoyable social/recreational and cultural activities.Ensure the team prepares children for independent adult life: developing their resilience and skills so they may return home; or live in a new placement as relevant to their needs. |
| ACHIEVE SAFEGUARDING: Protect children and young people from abuse and neglect |
| Rigorously uphold Child Protection Policies and Procedures and Working Together guidance to safeguard children, manage behaviour and prevent bullying. Protect and promote each child’s welfare de-escalating risk, taking effective action whenever there is a serious concern about a child’s welfare.Lead the team in implementing interventions which protect children from harm and promote their welfare. This includes contextual and thematic safeguarding as it relates to the location of the home and the risks for each child.Support children to manage the impact of abuse or neglect: developing the understanding and skills to keep themselves safe, develop healthy relationships and resolve conflicts (without harm to self or others). This may necessitate the measures of discipline, control and the preventative use of restraint (in limited circumstances).To act as the designated safeguarding lead for the home. And ensure that the Responsible Individual is kept fully informed of any safeguarding and/or child protection concerns. |
| ACHIEVE FAIR ACCESS: Services are inclusive |
| Work in accordance with Equality and Diversity legislation and uphold our required Policies. Ensure staff engage with children and young people in a professional, non-discriminatory way, demonstrating a caring, respectful approach, which upholds the dignity of each child. Ensure provision is made to cater for the children’s and young people’s social, leisure, cultural and religious needs. Recognising diversity and promoting equality.Provide a Children’s Guide which is an appropriate accessible format, to the age, needs and understanding of children so they know what to expect from the home and the support provided. Ensure Children know how to complain and can access advocacy. And that their feedback is considered and drives improvements. |
| ACHIEVE COMPLIANCE: Uphold regulations, policies + procedures governing activities |
| Ensure the Health and Safety of children, staff and visitors, by complying with relevant legislation, policies and procedures. An ongoing understanding of Covid Safe Workplaces and evolving Government Guidance is paramount. Ensure the home provides a positive physical environment, with regard to design, comfort and homeliness as well as hygiene and cleanliness. Children’s privacy is upheld, and facilities for private meetings are offered for children, professionals, family members etc.Contribute to developing, implementing and updating of policies and procedures to ensure the smooth running of the home. And ensure that all policies and procedures are implemented fully and adhered to meet legal obligations. |
| ACHIEVE QUALITY ASSURANCE and an EVIDENCE BASE: to show impact  |
| Together with the Responsible Individual appoint an Independent Person to visit the home; ensure and cooperate with their visits (to be at least monthly).Ensure recommendations or requirements from inspection reports and regulation 44 reports are acted upon.Ensure Regulation 45 monitoring and evaluation duties are carried out. Producing written reports which appraise the quality of care children receive (twice a year).Review the appropriateness and suitability of the home’s location at least once in each calendar year.Represent the home to outside agencies and ensure compliance with the statutory requirements imposed by them.Works towards continuous improvement and shape the service in relation to changing legislation, regulation, children and young peoples’ needs and Placing Authority requirements.Manage and evaluate the outcomes and impact of the service. |

**Location**

This position is based in Shoeburyness, Southend-on-Sea, Essex , however you may also work at other locations as reasonably directed.

The organisation is committed to diversity and equality of opportunity for all and is opposed to any form of less favourable treatment and harassment on the grounds of race, religious beliefs, creed, colour, nationality, ethnic or national origins, gender, marital status, parental status, age, sexual orientation or disability.

*It is the Association’s intention that this job description is seen as a guide to the major areas and duties for which the employee is accountable. However, the employee’s obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definite and exhaustive statement.*

**PERSON SPECIFICATION**

The Manager must undertake a medical which demonstrates they are physically and mentally fit to manage the home.

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| Criteria | Essential | **Desirable** |
| **Qualifications** | Level 4 Diploma (or equivalent) in Leadership for Health and Social Care of Children’s and Young People’s Services (or other relevant qualification)  | Level 5 Diploma (or equivalent) in Leadership for Health and Social Care of Children’s and Young People’s Services |
| Willing to achieve Level 5 Diploma within 3 years of starting to manage the home | Degree (or equivalent) in a related field such as: education, psychology, social work |
| A successful enhanced DBS check |
| **Knowledge/****Experience** | 3+ years experience of social care leadership | Registered Children’s Home Manager achieving Ofsted GOOD or OUTSTANDING at Inspection |
| 2+ years working in a position relevant to the residential care of children (in the last 5 years) | Knowledge of Child development and attachment |
| 1+ year in a role requiring the supervision and management of staff working in a care role |
| Experience of supporting hard to reach children in achieving their full potential |
| Strong and comprehensive knowledge and understanding of Ofsted legislation and guidance |  |
| An in-depth understanding of Children's Homes Regulations and the Ofsted Social Care inspection Framework |
| **Skills, Abilities and Competencies** | A trauma informed approach and behavioural approaches to protect children |
| Contextual safeguarding |
| Complies with Children’s Home Regulatory Standards |
| Able to lead, motivate and develop a team of professionals |
| Able to nurture and develop strong relationships with beneficiaries |
| **Personal Attributes** | High aspirations for children |
| Inspirational leader |
| Capable of sound judgement |
| Passionate about standards of care in a Children’s Home |
| Holds self and others to high standards |
| Be of good character and integrity |
| Tenacious and emotionally resilient |