



JOB DESCRIPTION

1. JOB DETAILS	
Job Title: Residential Team Manager	Department: Care
Reports to: Service Manager (Residential/Referrals)	Location: Harmeny School Campus, Balerno
Direct reports: Residential Child Care Workers (RCCWs), Senior Residential Child Care Worker (SRCCW)	Salary: £34,201 to £39,015 per annum

2. CONTEXT / OVERALL PURPOSE OF THE JOB
<p>With the supervision and guidance of the Service Manager (Residential/Referrals), the Residential Team Manager (RTM) will be responsible, alongside fellow Care Management colleagues, for providing leadership and operational management of a residential cottage and wider community to support the 24/7 year-round service.</p> <p>The post holder will be expected to promote a safe and nurturing environment for the children and young people (CYP) within the cottage, and to ensure that the RCCWs and SRCCW are led and managed well to contribute to that therapeutic environment. The specific cottage will look after the care of our young people aged up to 18 years, which operates all year round. Initially, the postholder this will support a transition to that age group with young people already living with us, aged 12-14 years, to continue their care and education.</p> <p>The post holder will also provide support to the Care Management Team (CMT) to ensure the smooth running and development of the service and consistently high standards of care.</p>

3. PRINCIPAL RESPONSIBILITIES / KEY AREAS OF JOB
<ol style="list-style-type: none"> 1. Promote a positive ethos in the school consistent with Harmeny's vision, purpose and core values. 2. Implement CMT decisions, consistent with Harmeny strategic and operational plans, and regularly report progress to the Service Manager (Residential/Referrals). 3. Adhere to the requirements of the SSSC Code of Practice, and ensure that team members maintain the highest possible standards of professional practice. 4. Share responsibility for the day-to-day running and ongoing development of the organisation, alongside CMT and the Education Management Team (EMT).

5. Create and maintain a highly nurturing environment for CYP, taking responsibility as delegated by the Service Manager (Residential/Referrals), for managing resources of staff and finance to meet the physical, emotional and social needs of the CYP.
6. Be responsible for the care and welfare of CYP and staff, reporting any safeguarding or health and safety issues immediately, in line with relevant policies and procedures (this includes approval of updates to risk assessments for CYP in your allocated care group or within your role as Duty Manager).
7. Provide management cover, where necessary, across the Care team and deputise for the Service Managers in their absence, as directed by the Head of Care .
8. Support the coordination and development of plans, programmes and policies that meet the individual care, educational and therapeutic needs of CYP.
9. Ensure that all recording systems and procedures are kept up to date, bringing to the attention of your line manager or a Senior Management Team (SMT) member any issues of concern at the earliest opportunity.
10. Ensure that regular effective communication and consultation is maintained with parents, carers and professionals involved with the CYP.
11. Support the Service Manager (Residential) in ensuring that CYP's review and hearing reports are produced by the agreed dates, that they are of a professionally acceptable standard and that an appropriate contribution is made by the CYP.
12. Share (alongside CMT, EMT and other colleagues) responsibility for referral, admission and transition processes for CYP and liaison with all relevant external professionals regarding these.
13. Be involved in the development and implementation of cottage improvement plans that reflect recommendations from the Independent Care Review outcomes – "The Promise".
14. Provide positive leadership and direction to staff, promoting a multi-disciplinary approach to the work with CYP and their families.
15. Assist with staff recruitment and deployment of care and other relevant staff, ensuring that effective cover arrangements are in place when necessary.
16. Ensure effective systems of line management, professional and wellbeing support and development of staff for whom you are responsible.
17. Arrange regular team meetings with staff and provide effective systems of communication, ensuring that decisions from SMT/CMT and other developments are communicated to your team.
18. Contribute to the delivery of learning and development, as appropriate.
19. Share responsibility for the maintenance of an ongoing inventory of Harmony equipment and ensure that the residential accommodation is maintained to an excellent standard.
20. Attend supervision, annual performance review, training and other meetings, as required.
21. Undertake post-registration continuous professional learning (CPL) in line with SSSC registration requirements.

22. Lead on and contribute to projects, with a view to promoting continuous improvement.
23. Provide daytime, evening and weekend leadership, including sleeping-in duties, as directed by management.
24. Undertake any other duties delegated by the Head of Care or other SMT member, which are consistent with the role of a Residential Team Manager.

PERSON SPECIFICATION

1. QUALIFICATIONS

Essential:

1. A qualification(s) in line with the SSSC requirements for Residential Child Care Workers with Supervisory Responsibilities, or the ability to achieve this.
2. An ability to drive fleet vehicles.

Desirable:

1. Evidence of further training in therapeutic work with children and young people.
2. A relevant management qualification.

2. KNOWLEDGE, SKILLS AND EXPERIENCE

Essential:

1. Management or supervisory experience within a residential childcare setting, including recruiting, inducting, managing and developing staff, and handling a range of HR-related issues.
2. A comprehensive knowledge and understanding of CYP who are Looked After and Accommodated and have social, emotional and behavioural needs.
3. Experience of handling competing priorities and a challenging workload within a highly pressurised working environment.
4. Experience of writing a range of child-related reports.
5. Experience of drafting risk assessments.
6. Experience of promoting high standards of care and education practice.
7. Knowledge of child development, childcare legislation and relevant policies and procedures.
8. Experience of working within a multidisciplinary setting.
9. An understanding of and commitment to children's rights and the participation of CYP and their families.
10. Excellent communication skills, both written and oral.
11. Good organisational and administrative skills and computer literacy.
12. A full driving licence and the ability to drive fleet vehicles and transport CYP as required.
13. An understanding of national and local childcare developments.

Desirable:
<ol style="list-style-type: none"> 1. An in-depth understanding of resilience theory and trauma-informed care. 2. Experience of monitoring and managing budgets. 3. Experience of delivering training. 4. Experience of project management.

3. PERSONAL CHARACTERISTICS / COMPETENCIES – ESSENTIAL
<ol style="list-style-type: none"> 1. Commitment to the needs of CYP who are Looked After and Accommodated and have complex additional support needs. 2. Commitment to continuing professional development. 3. Ability to lead, motivate and inspire a staff group. 4. Emotional intelligence and an understanding of the needs of others, with a commitment to reflective practice. 5. Accountability for the performance of the their own and their team's performance. 6. Initiative and the ability to work autonomously, with a flexible and solutions-focused mindset. 7. Commitment to continuous improvement within / for Harmeny.

4. REVIEW
<p>This document will be reviewed on an annual basis or as necessary.</p>