



Ochil Tower School

living, learning and growing together

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| POST: | Residential Care Manager (1 year fixed term contract with potential to develop into permanent role) |
| HOURS: | 40 hours per week |
| REPORTING TO: | Head of Care |
| SALARY: | £38,192.40 |
| RESPONSIBLE FOR: | House Coordinators, Residential Care Staff, Volunteers |
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| Role description | |
| <p>As a senior leader and member of the Operational Management Team, the Residential Care Manager has a key role in driving the development and implementation of the care team and assisting the Head of Care with leadership and management of the care team. This is a visible and supportive leadership role within the wider strategic planning and organisational development of Ochil Tower.</p> <p>The role will support the delivery of a high quality specialist residential service for pupils with additional support needs in a person centred holistic social pedagogical approach and the successful candidate will have experience in managing and leading teams working with children, young people or young adults with complex needs in a residential care environment.</p> <p>The residential Care Manager will work closely with the Head of Care to implement the vision for Ochil Tower. The successful candidate will have experience working in close collaboration with internal and external partners in the planning, development and service delivery to children, young people and families. They will liaise with colleagues primarily, but will link in with other residential schools and with other external agencies to ensure that the service remains responsive to need, is professional in approach and in line with Health and Social Care Standards and Government initiatives regarding residential care for children and young people.</p> <p>It is important that the Residential Care Manager works closely with the Head of Care and the Head of Education in supporting the full team to deliver a 24/7/365 learning environment and curriculum. A key aspect is to develop the care team to provide the highest standards in learning and care, ensuring that our diverse and changing population of young people gain the critical skills for learning, life and work. Embedding self-evaluation and leading improvement planning is a key aspect of the role.</p> | |

MAIN DUTIES

The Residential Care manager has responsibility for the following:

- Culture, vision and strategic leadership within the residential care team supporting the Head of Care to develop and implement the vision for Ochil Tower.
- Responsible and accountable for the residential team and residential provision in the Head of Care's absence
- Leading and working with the care teams and education learning teams to translate the vision into agreed aims, objectives, planning and evaluation.
- Support the Head of Care in embedding, positive role modelling and supporting the approach to social pedagogy in all aspects of the role.
- Ensure that tasks and responsibilities are lead, managed and delegated effectively within the care team
- Support in residential houses if required due to staff issues / absence (this may include working unsociable hours)
- Deputise as Safeguarding officer in the Head of Care's absence.
- Promote a child centred approach to meeting children and young people's needs ensuring the delivery of quality, person-centred care.
- Support Staff members continuous professional development
- Lead and chair young people's reviews and meetings with multidisciplinary teams
- Support the day to day leadership and management of the residential team
- Support and uphold Ochil Tower policies and procedures
- Being a part of a shared senior on call system

Health and wellbeing

- Create a positive healthy environment for young people and staff that supports their health and well-being
- Support care staff in responding to changing needs of our young people and staff through the development of flexible approaches
- Support the Head of Care in advising House Coordinators on residential house management
- Deputise for the Head of Care on health and safety in the care team as required
- Provide high quality staff supervision for House Coordinators in line with Ochil Tower support and supervision policy

Improvement Planning

Support the Head of Care to:

- Communicate clear and high expectations regarding the standard of care and learning
- Support the Care staff to deliver the school improvement planning process and achieve SMART targets
- Support the House Coordinators and care team in reflection and self-evaluation practices
- Support the House Coordinators and care team in appraisal and accessing appropriate professional development and training to meet the needs of the children and young people
- Monitor, support and review young people's care and education plans
- monitor and review risk assessments and behaviour intervention plans
- Support Staff in their continuous professional development



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Quality Assurance and administration

- Lead care self evaluation. embed the use of Health and Social Care Standards, codes of practice and legislation to support ongoing improvement
- In conjunction with the Head of Care, lead House Coordinator meetings and discussions
- Quality Assurance and Improvement Planning in relation to care planning and monitoring of outcomes through regular audits/checks on paperwork within residential houses
- Responsible for children and young people's health and medication administration policy and ensuring regular medication audits are completed within the houses and act on and issues/support needs
- Maintaining quality standards and ensuring health and safety compliance
- Support Head of Care in preparation for external stakeholders inspections

Contact with other professionals and families

- Lead reviews and continue to develop and sustain partnerships with parents, partners and stakeholders
- ensure effective information sharing and communication with parents
- collaborate and participate in professional development and training opportunities with other Residential Care Managers
- Work collaboratively with the education team, parents and carers and a range of other partners so as to meet the needs of the children and young people.

Admissions and staffing

- Under the leadership of the Head of Care arrange to meet with prospective pupils, parents, local authority staff and other stakeholders
- Agree appropriate placement of pupils in houses and allocate appropriate staff
- Contribute to the recruitment of staff to the care team and volunteers
- Contribute to performance management of staff in the care team
- Lead and develop people, motivate, inspire and support the team

QUALIFICATIONS

Essential:

- Degree level in Social Work, Social Care, Health or Education
- CSLM or Managers award
- SVQ Level 4 in Social Care or equivalent, or a willingness to undertake this within the specified period of time as per the SSSC guidelines

EXPERIENCE AND SKILLS

Essential:

- 5 years experience working in children's / adult services
- An understanding of GIRFEC and curriculum of excellence
- Good understanding of the "Promise"
- Good understanding of the principles of safeguarding and Child / Adult Protection legislation
- Experience of Key working and care planning
- Demonstrative experience in recording systems
- Experience of dealing with significant incidents and accidents
- Experience of dealing with complaints and concerns
- Maintaining records and systems in line with organisational policy
- Ability to lead and motivate a team and provide a clear sense of direction