

# SPECIALIST EDUCATION SERVICES

## Young Adult Residential Support Manager

### JOB DESCRIPTION

POST TITLE:	Young Adult Residential Support Manager Tower Hill
RESPONSIBLE TO:	SES Principal
RESPONSIBLE FOR:	All aspects of care provision including the care, health and further development and learning of young adults residing at Tower Hill.
GRADE:	APT&C Salary Scale: <b>20-26</b>
POSTHOLDER:	.....

SES Ltd is committed to safeguarding and promoting the welfare of children, young people and vulnerable young adults and expects all staff and volunteers to share this commitment.

### GENERAL RESPONSIBILITIES:

- To lead by example and provide inspiration and motivation for others in order to create a shared culture and positive climate
- To be conversant with, and work towards, fulfilling the establishment's purpose, ensuring that the SES philosophy, ethos, aims and objectives are reflected in its organisation and practice.
- To maintain clear, effective and impartial communication between all staff and senior management.
- To monitor objectively the quality of relationships between young adults, between staff and young adults, and between staff, with the constant aim of improvement.
- To maintain good practice, be informed on current practice, and in liaison with the SES Principal implement changes in accordance with developments in the residential social work field.
- To liaise with staff of all disciplines as necessary to promote co-operation within the home and ensure minimum disruption to the smooth running of the establishment.

- To be conversant with and adhere to all procedures relating to child protection and safeguarding vulnerable young adults, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To act as the Lead Designated Person for Young Adults Protection (LDPYAP), as outlined in the SES Safeguarding and Vulnerable Adults Protection Policy and Practice Document.

#### MANAGEMENT RESPONSIBILITIES:

- To be responsible for the management of all supported living activities for young adults, supervising and guiding the work of the Young Adult Residential Support Workers.
- To be responsible for preparing working rotas which utilise staff resources most effectively in line with the needs of both young adults and staff.
- To be a member of the Senior Management Team and attend Senior Staff Meetings in a liaison and advisory capacity.
- To chair Young Adult Residential Support Worker Meetings where designated.
- To offer formal Supervision to members of the staff team as delineated in the Staff Support and Development Programme.
- Where delegated, to offer Line-Management within the Staff Support and Development Programme for Young Adult Residential Support Workers.
- To assist in the professional development of colleagues by involvement in other relevant aspects of the company's Staff Support and Development Programme.
- To play a significant role in the training and induction Young Adult Residential Support Workers
- To develop and maintain a monitoring and evaluation role with regard to the general operation of the home
- To develop and maintain a monitoring and support role with regard to specific young adults, and ensure that regular discussions on their overall progress are held between relevant colleagues where and when appropriate.
- To monitor and support Young Adult Residential Support Workers in all liaison work with families, carers, significant others and placement agencies, particularly as part of the referral and admission procedures.
- To support and advise Young Adult Residential Support Workers on the collation of casework information, production and operation of individual plans, risk assessments and specific reports relating to the Individual Needs Portfolio (PAN) and statutory meetings and case conferences.

- To ensure that full and complete records of a young adult's progress are maintained and that sound decisions are made and carried out, identifying clear paths of progression for the young adult.
- To monitor the effectiveness and appropriateness of the day-to-day recording of the young adult's progress, well being and behaviour.
- To be responsible for the management and audit of a delegated budget
- To monitor closely the fabric of the building (including fixtures, amenities and grounds) and take remedial action where necessary.
- To be responsible for volunteers and students of social work placed at the home for periods of practice or observation.
- To be responsible for the co-ordination of all medical aspects of the running of the home with regard to young adults
- To monitor safeguarding and vulnerable adult protection issues as described in the SES Safeguarding and Vulnerable Young Adults Protection Policy and Practice document.
- To be fully conversant with other management roles and responsibilities, and other areas of specialism within the establishment so as to be able to liaise and work effectively with colleagues.
- To be conversant with the referral system for the placement of young adults.
- To have outline knowledge of Local Authority Services, placing agencies and how they are involved with the home.
- To ensure good relationships with near neighbours and the wider community
- To "sleep-in" as per rota.
- Perform any other task that the Principal may reasonably request.

#### WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. There are no definitive working time arrangements for the Young Adult Residential Support Manager role however in allocating time to the performance of responsibilities and duties the postholder must adhere to the company's policies and plans on the use of time and as such requires a minimum of 37 hours per week. This is a management post and is paid at an annual salary not an hourly rate.

#### REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the company's Staff Support and Development Programme. It is not a comprehensive

statement of procedures and tasks but sets out the main expectations of the company in relation to the postholder's professional responsibilities and duties.