

SPECIALIST EDUCATION SERVICES

Head of Care

JOB DESCRIPTION

POST TITLE: Head of Care
RESPONSIBLE TO: Registered Manager
GRADE: APT&C Salary Scale: pts 25 to 29
POSTHOLDER:

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

GENERAL RESPONSIBILITIES:

- 1.1 To lead by example and provide inspiration and motivation for others in order to create a shared culture and positive climate
- 1.2 To be conversant with, and work towards, fulfilling the establishment's Statement of Purpose in relation to the 'Guide to the Children's Homes Regulations including the quality standards', ensuring that the SES philosophy, ethos, aims and objectives are reflected in its organisation and practice.
- 1.3 To maintain good practice, be informed on current practice, and in liaison with the Registered Manager, implement changes in accordance with developments in the child care field.
- 1.4 To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
- 1.5 To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
- 1.6 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.
- 1.7 To be conversant with and adhere to all procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 1.8 To act as the Deputy Lead Designated Person for Child (LDPCP) in the absence of the Registered Manager, as outlined in the SES Safeguarding and Child Protection Policy and Practice Document.

MANAGEMENT RESPONSIBILITIES:

- 2.1 To hold financial responsibility for designated areas of the home's budget
- 2.2 To be a member of the Senior Management Team and deputise for the Registered Manager in their absence with regard to their overall responsibilities.
- 2.3 To attend weekly Communications Meetings in a liaison and advisory capacity.
- 2.4 To chair DCM and whole Care Team Meetings where designated.
- 2.5 To be responsible for the planning and administration of rotas, including alterations for shift cover as a result of staff absence.
- 2.6 To offer formal Supervision to members of the staff team as delineated in the Staff Support and Development Programme.
- 2.7 To offer Line-Management within the Staff Support and Development Programme for Child Care Staff.
- 2.8 To hold a responsibility for the general organisation and operation of the home on agreed designated shift times.
- 2.9 To play a lead role in the training and induction of Child Care Staff.
- 2.10 To develop and maintain a monitoring and evaluation role with regard to the general operation of the home and where necessary specific children, in liaison with, and support of, the Registered Manager.
- 2.11 To monitor and support the work of Deputy Care Managers, (and where appropriate Personal Tutors and Link Tutors) in all liaison work with families, carers, significant others and placement agencies, particularly as part of the home's referral and admission procedures.
- 2.12 To monitor, support and advise Deputy Care Managers on their case co-ordinating role.
- 2.13 To monitor and evaluate the records of pupil progress and the decisions made and carried out for individual children.
- 2.14 To monitor the effectiveness and appropriateness of the day to day recording of children's progress and behaviour.
- 2.15 To take a lead role in developing and running "Voice of the Child" meetings in relation to the Turnstone House Development Plan.
- 2.16 To lead and co-ordinate evaluation of the recreational and social programmes that engage children in constructive, enterprising and socially extending leisure activities both in the evening and at weekends, ensuring the right balance of activity and relaxation on specific evenings.
- 2.17 To co-ordinate and have oversight and supervision of volunteers and students of child care/social work placed at the home for periods of practice or observation.

- 2.18 To monitor the use of children's activity and personal allowance money.
- 2.19 To be responsible when on shift for the co-ordination of all medical aspects of the running of the home with regard to children.
- 2.20 To monitor Child Protection issues as described in the Turnstone House Child Protection Policy and Practice document.
- 2.21 To be fully conversant with other management roles and responsibilities, and other areas of specialism within the home and school so as to be able to liaise and work effectively with colleagues.
- 2.22 To be part of an admission panel that considers the referral and placement of children at Turnstone House.
- 2.23 To have detailed knowledge of Local Authority Services, placing agencies and how they are involved with the home.
- 2.24 To lead a multi-disciplinary team and "sleep-in" as per agreed rota.
- 2.25 Perform any other task that the Registered Manager or 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 Head of Care 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.