

Senior Residential Childcare Manager – Person Specification

Education and Training			
Essential Criteria		Desirable Criteria	
Level 3 NVQ in Residential Childcare or equivalent		Qualification in Nursing or Social work	
NVQ Level 4 or working towards/willingness to undertake		Knowledge and understanding of the Ofsted framework and/or the National Minimum Standards.	
Exceptional awareness of the principles of safeguarding and understand the duties and responsibilities arising from the Children Act 2004, Working Together and Keeping children safe in education in relation to child protection and safeguarding children and young people			
Training in behaviour management and Child protection			
Basic computer skills e.g. word processing, powerpoint			
Knowledge of Children’s homes Regulations and quality standards			
Knowledge of current Health & Safety legislation, Children’s act, complaints handling and Department of Health Guidelines.			
Achievements and Experience			
Essential Criteria		Desirable Criteria	
Experience of working within a social work or residential setting (minimum 2 years)		Experience of working with visually impaired, multi disabled visually impaired, those with profound multiple learning disabilities, dual sensory impaired and/or challenging behaviour.	
Experience of working in a team setting, and understanding effective teamwork and collaboration.		Proven employment background in nursing or social work	
Experience of overseeing children & young people’s pastoral care including hygiene, toileting and pad changing, clothing and general appearance.		Experience of the storage and administration of medication.	
Experience of promoting the physical, intellectual, emotional and social well-being of children & young people with special needs.			

Experience of supervision of staff and overseeing the work of staff members within a relevant setting			
Experience of working effectively in a multidisciplinary setting in conjunction with parents / carers, teaching, social services, and health professionals.			
Experience of working within and applying an equal opportunities policy.			
Have a clear understanding of the principles of management and the implications for managing an effective unit.			
Experience of participation in admissions and care reviews, and contributions where appropriate to the assessment of a child's special needs.			
Compilation of care plans involving the monitoring of children's progress and the writing of comprehensive reports and attendance at pupils Annual School Reviews / LAC Reviews.			
Experience of conducting probation, supervision and appraisal with individual members of a staff team and set agreed action plans with targets where appropriate.			
Skills and Abilities			
Essential Criteria		Desirable Criteria	
Good communication skills, both oral and written.		Ability to set, implement and monitor appropriate SMART targets in consultation with pupils (where appropriate) parents /carers and other professionals.	
Strong organisation and time management skills		Ability to drive a mini-bus or be eligible to drive a minibus	
Ability to manage and motivate a staff team, responding as appropriate to a range of management issues.			
Ability to lead by example and act as an appropriate role model for the pupils and other staff.			
Awareness of the challenges and difficulties children and young people with visual impairments may face.			
Ability to write comprehensive reports, paying attention to detail.			
Ability to make calm, reasoned decisions around key areas (such as the welfare of			

students) which are in the best interests of the students			
Ability to initiate and participate in recreational activities which are appropriate for children & young people with special needs, both within a school based programme and the wider community.			
Strong conflict management skills			
Ability to build and promote positive relationships with children & young people and with their parents/carers.			
Ability to deal with stressful or emotional situations in a calm and professional manner			
Enthusiasm and commitment to the staff team			
Proven record of creating a safe and stable environment that allows students to achieve their potential			

The hours are 40 hours per week, excluding breaks, with a split shift rota system worked Monday to Friday which includes some day time / afternoon duties in addition to the core hours of 7-9 am and 3.30-10p.m. This is subject to change depending on the needs of the department.

Sleeping in duties are required and are payable at an additional rate. These are on a rota basis and are usually two per week

Senior Residential Childcare managers are expected to attend Annual Reviews for their key children which can sometimes be in their 'off duty' time. This time can be claimed as overtime or time in lieu, in negotiation with the Headteacher or Head of Residential Care.