Glenwood School
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respect, achieve and make good choices

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Residential Care Manager

Job Pack

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Message from the Headteacher



Thank you for your interest in the post of Residential Care Manager at Glenwood School.

Glenwood is an outstanding place to be, for both learners and staff alike. In September 2017, we moved into our new school and everyone continues to enjoy all the specialist spaces we now have.

This is a very exciting time for Glenwood, as we look forward to our plans to provide a 20 bed residential provision for some of the young people who attend the school. This is a new venture for both ourselves and the Local Authority, and the Residential Care Manager will play a vital role in shaping and achieving this vision.

We are looking for someone who will be relentless and committed in supporting our learners and their families with the challenges they face. The successful candidate will be someone who is open to doing things differently to ensure everyone achieves and enjoys life.

At Glenwood we recognise that it takes excellent team work and collaboration to reach the best outcomes. You will work closely with the school, parents / carers the Local Education Authority and other key stakeholders.

You will also be responsible for liaising closely with Governors and sharing key information at Governing Body meetings.

This is an important and rewarding role.

Judith Salter

Headteacher

Visits to the school are expected

Please call Faye White on 01268 792575 or email faye.white@glenwood.essex.sch.uk to arrange.

Our Advertisement



An exciting opportunity to support the next stage of the development of our highly respected local community special school and to deliver improved outcomes and life chances for some of our young people.

Our School: Glenwood is a successful special school for pupils aged 3-19 years. We are currently providing for 217 young people. We moved into a superb new building in September 2017 and our next exciting project of developing a 20 bed residential provision, as part of the school, is due to open at the end of 2019



Closing Date:
Sunday 21st July 2019

Shortlisting:
TBC

Interviews:
TBC

Please contact Judith Salter on 01268 792575 or email head@glenwood.essex.sch.uk for a preliminary discussion if desired.

Pay Scale

Essex Schools Local Government Pay Band 5 £32,029 to £39,782.

Possible Band 6 £39,782 to £44,632 for an exceptional candidate

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Residential Care Manager Job Description

Purpose

- To be responsible for shaping and delivering the residential provision's Statement of Purpose and for day to day management of the team involved.
- To provide high quality provision that supports the needs of the young people using the facility, to be an advocate for their well-being and learning and to provide strong, motivational leadership to staff.

Duties and Responsibilities:

- To manage a Residential Provision and ensure the efficient operation of the service in accordance with all relevant legislation and in support of the principles, procedures, policies and ethos of the school.
- To produce a development plan for the service that ensures the delivery of high quality educationally informed practice.
- To support staff to achieve the highest standards of care for the young people.
- To co-ordinate and monitor the administrative functions of the residences and evaluate standards of performance.
- To assist and supervise in the continual assessment of the needs of the children and young people and to identify and prepare specific plans and reports to ensure each young person is developing and learning because the provision is highly effective.
- To be involved in recruitment of staff including, interviewing and inducting new employees.
- To contribute to a comprehensive staff training and development programme to ensure staff have the necessary skills and levels of expertise to meet the diverse needs of the young people.
- To contribute to the development of appropriate relationships with and between staff, young people and other stakeholders.
- To play an active role in establishing and promoting high quality partnership working with parents/carers and the various professional teams and members of the Local Authority to ensure that the holistic needs of the young people are met.
- To chair meetings, reviews and discussions as appropriate.
- To ensure at all times that professional ethics and behaviour are demonstrated by all staff at all times. Actively co-ordinate the residential provision and be a focal point for support, advice and coaching to all staff within the residences.
- To assist in the management, appraisal, supervision and support of all staff involved in the residential provision.
- To organise duty rotas in order to ensure that the needs of the young people are met at all times.
- To ensure that the financial and administrative procedures are adhered to and to work within a set budget.
- Ensure all practices and medication processes within the residences are conducted in line with legislation and best practice.
- To work with Senior Staff at the school to ensure that all staff work together and with others towards meeting the emotional and physical needs of the young people and planning for positive outcomes.

- To take responsibility for safeguarding and promoting individual rights, providing good quality care which is free from oppression and where differences are respected and valued.
- To be accountable and take responsibility for liaising with regulatory organisations in relation to the way the residences are managed.
- Ensure the all necessary documentation required by regulators is completed to a high standard and be available for inspections, checks or interviews as requested. To promote appropriate and positive relationships between staff and young people and their families, promoting the children and young people's involvement and participation in the day-to-day life of the Home.
- To be part of an On-Call system.
- Maintain a clean and safe environment; ensure that the physical state of the building is maintained to a high standard and that all repair/maintenance problems are dealt with promptly.
- Any other such duties as may be required from time to time by the Headteacher or their authorised representatives.
- Ensure that safe working practices are employed by all staff at all times in accordance with the Health and Safety at Work legislation and to co-operate with designated personnel exercising their responsibilities in relation to the Health and Safety at Work Act.
- This job description is not intended to be a complete list of duties and responsibilities, but indicates some of the main areas attached to the post of Registered Manager at Glenwood School.
- This job description may be amended from time to time, to take account of changing trends in social care relevant legislation, together with Employment Law.

Residential Care Manager Person Specification

Education and Qualifications		
Essential	•	Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services; or equivalent; or a preparedness to work toward the same.
	•	Demonstrate commitment to continuing professional development.
Desirable	•	Registered Managers' Award or Relevant Degree.
	•	Other relevant qualifications.
Knowledge and Experience		
Essential	•	Significant experience at senior level in a Children's Residential setting.
Desirable	•	Minimum of three years' experience at a senior level within a relevant setting.
	•	Knowledge of service requirements and previous experience of working in a residential setting e.g. Knowledge and Understanding of the National Minimum Standards for Residential Special Schools.
	•	Experience of working with children with SLD, ASD, PMLD and challenging behaviour.
	•	Experience of managing budgets.
		Skills and Abilities
Essential	•	Ability to demonstrate reasoning, numeracy, literacy and technology skills to required standard.
	•	Ability to work as a team, working closely with colleagues and other agencies.
	•	Ability to solve problems.
	•	Sound knowledge of Children's Residential homes and relevant issues.
	•	Demonstrate a sound working knowledge of Child Protection Issues and Procedures.
	•	Ability to exercise authority.
	•	Proven leadership and management abilities.

	•	Excellent communication skills – both verbally and written.
	•	Ability to produce reports.
Desirable	•	Good knowledge of manpower, planning/development/skills mix.
	•	Ability to develop and encourage professional growth in others.
	•	An understanding of budgetary management.
	•	An ability to give formal and informal presentations.
	•	Direct involvement in National Care Standards Inspections.
Personal Attributes		
Essential	•	Good organisation and leadership skills,
	•	Ability to motivate and influence others.
	•	Good interpersonal skills.
	•	Approachable.
	•	Honest and reliable.
	•	Accountability and responsible.

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http://www.glenwood.essex.sch.uk/