Job Description & Person Specification

for

THERAPEUTIC CHILDREN'S HOME MANAGER

Accountable To:

Senior Management Team

Responsible Individual & Directors

Line Manager:

Head of Therapeutic Residential Care

Hours of Work:

On average 40 Hours per week to include some evening and weekend work plus on-call responsibilities

ORGANISATIONAL PRIMARY TASK

"We work with children who have been seriously disturbed by early environmental failure to such an extent that their corresponding behaviour is unmanageable in ordinary homes and schools. The task is to provide a highly supervised and planned environment that integrates residential care and education and is underpinned by a rigorous therapeutic model and understanding. The aim is to help children understand the impact of their pasts and corresponding behaviours and feelings. Enabling them to manage healthy relationships, through which they can achieve the trust and self-esteem essential for their eventual reintegration into the community."

MAIN DUTIES

- To engage in reflective practice and work in accordance with our psychoanalytic and group relations model and integrate this into practice.

- To be aware that it is through the children's direct experiences of relationships with caring consistent and thoughtful adults that they will be able to both change, develop and grow. The task is therefore, as adults, is to actively provide the children with this type of relationship. (Therefore we ask for a commitment of at least 2 years for this role)

- To be interested, responsive and understanding to the children's behaviours and feelings and work on the basis that behaviour is a communication and will often stem from their previous traumatic experiences. To be inquisitive and reflective around behaviours and where this comes from and be sensitive and supportive to the children in helping them to manage these.

- To undergo successful registration with Ofsted and meet the requirements as the Registered Home Manager for one of Amicus' homes

- To work in accordance to and ensure compliance with Amicus Policies and Procedures, the Children's Homes Regulations (2015) including the Quality Standards, Therapeutic Community Standards and also the Therapeutic Placement Plans for the children. Ensure that the home is managed and that practice in accordance with Amicus' psychoanalytic and group relations model following therapeutic community principles and standards.

- To both contribute to and lead regular group meetings with the children and encourage group working and have an understanding of group dynamics and relations and be inquisitive to learn and develop in this area.

- To contribute to ensuring the children make progress in their placement and outcomes for children are clearly communicated and worked with and evidenced

- To develop and use imaginative and creative thinking to enhance both the homes themselves and the children's experiences within them.

- To interact, play with and understand the importance of play to the children

- To plan, chair, facilitate and actively contribute to the range of community staff operational and clinical meetings concerning the operational running of the home and children's needs.

- To ensure the homes are adequately and safely staffed and to oversee the working of the staff rota, ensuring staff work their contracted hours.

- To provide physical on-call support and cover for the home as part of leading the home's on-call team and manage the on-call rota and cover.

- As a last resort, to safely physically manage (training will be given) children who's behaviours put themselves, others or the environment at risk of harm

- To be aware and able to acknowledge and reflect on one's own feelings and responses evoked by the children and accept support and guidance in relation to this and to support staff with their feelings and emotions evoked.

- To ensure the children's medical, visual and dental needs are responded to and they are met appropriately, providing guidance and support to Link Workers where required.

- To hold Line Management meetings and Supervision with Deputy Home Managers and Therapeutic Childcare Practitioners on at least a monthly basis and have clear records and outcomes of these sessions using Amicus's Supervision template. To accept training and support to be able to deliver good quality Clinical Supervision to staff.

- Ensure that all staff receive, annual appraisal and performance reviews and to monitor staff practice and be involved in performance or disciplinary meetings / hearings where necessary. To be able to recognise with staff their strengths and areas of development in their practice and support them with this.

- To be able to identify staff training needs and ensure staff attend required training and to demonstrate a commitment to personal and professional development through training and understanding therapeutic practice / model.

- To be responsible under the guidance of the Senior Management team for the budget of the home and the petty cash for the home and ensure that the budget is appropriately spent and utilised and well recorded.

- To contribute to domestic tasks essential for the maintenance of a safe, healthy, warm and pleasant living physical environment and home for the children which facilitates our therapeutic milieu and provide guidance to the Housekeeper where required on this.

- To be responsible for overseeing the general upkeep and maintenance of the home as well as its resources. To be prompt in reporting areas that need attention and in ensuring the continuous improvement of the home's environment.

- To be responsible and take a lead in the reviewing and monitoring of practice and paperwork, children's documents / reports -signing off recording, having management oversight and writing

manager's comments. Ensuring this is completed within timescales, accurately and to a good standard.

- Produce a Quality of Care (Regulation 45) report 6 monthly giving a critical analysis and evaluation and identify areas of strength and also for development and improvement and be instrumental in implementing actions points.

- Work with the Independent Visitor (Regulation 44) to facilitate monthly visits to the home and ensure information is available and the home, children and staff are prepared for the visit and understand the role. Consider the recommendations and suggestions made in the Regulation 44 report and write managers comments / response and implement any action points. Ensure distribution of the report to host authorities and internally within Amicus.

- To be responsible with support from the Senior Management Team with the children's care planning, needs assessments and therapeutic placement plans / 24 hour therapeutic days and the practical application of these in the children's care and ensuring staff implementation and understanding of these .

- To develop and maintain good working professional relationships with parents, Social Workers, school, colleagues and other professionals involved with the care and education of the children.

- To be responsible for the planning, preparation contribution and sharing of information and reports for the children's Statutory Reviews and any other professionals meetings concerning the child.

- To be able to attend, contribute and represent Amicus at external agencies and organisations in a professional manner on in accordance with the organisations therapeutic model and ethos.

- To be involved in all child referrals to the home and the selection of appropriate placements and carrying out of Assessment Visits with the Directors / member of the Senior Management Team.

- To work with the management and staff team to ensure that the admission and leaving of the children to and from the home reflects the ethos of the organisation and the expectations of the children's Therapeutic Placement Plan and that these transitions are carefully planned and thought about

- To be part of the safeguarding team trained to Deputy / DSL level where required.

- To be involved in the recruitment process of staff within the home as part of the recruitment panel and following safer recruitment processes.

- To ensure the children are appropriately safeguarded, and reporting and recording policies and procedures are fully adhered to.

- To attend and actively contribute to Line Management Supervision and also individual and Group Clinical Supervision and Process Meetings. To also attend own annual appraisal, performance review and relevant training as part of continuous professional development.

- To attend Management Meetings and to be actively involved in the overall management and development of the organisation.

- To be committed to an understanding of psychoanalytic theory, its application in the underpinning of the children's care and treatment and the staff team's practice and care of children.

- To be willing to attend regular psychoanalytic psychotherapy.

- To work with the support of the Director and Senior Management Team in the processing of group dynamics and processes within the child group, staff group, management team and in the organisation generally.

- To carry out any other additional duties expected of the Therapeutic Home Manager role and as stated in the Children Homes Regulation (2015) and future versions.

The details contained in this Job Description is not an exhaustive list of duties and you will be expected to perform different duties commensurate with the level of the post as required by Amicus and the overall objectives of the organisation. The nature of the work and organisation means that tasks and responsibilities are sometimes unpredictable therefore employees are expected to work flexibly when the occasion arises. Travel is expected as part of this role including travel to other sites and head office within the Amicus Community.

PERSON SPECIFICATION

Specification	Essential	Desirable
Experience	Experience of caring for children in a residential setting. Experience of working with challenging behaviour. At least 1 years' experience in a supervisory or management role. Within the last 5 years, worked for at least 2 years in a position relevant to the residential care of children	Supervisory experience. Able to demonstrate knowledge of integrating psychoanalytic principles and theory into practice. Experience of facilitating groups. Experience of working in therapeutic settings
Qualifications	Level 5 Diploma in Leadership and Management for Residential Childcare or equivalent - (or willingness to commence the qualification within 3 months of commencement of post.) At least NVQ Level 3 in Residential Childcare or equivalent Commitment to undertaking relevant mandatory and therapeutic training relevant to the role.	Educated to degree level Training in areas related to: Psychology, child development, psychodynamic theory, attachment theory, group dynamics.

	A good standard of education to GCSE level or equivalent	
Knowledge	Able to demonstrate knowledge of therapeutic community practice, group work and psychoanalytic principles. Interest in wanting to learn about working therapeutically - using psychoanalytical and group relations model which is ingrained in our culture and ethos Willingness to undertake training to expand knowledge in relevant areas (e.g. legislation, working to psychoanalytic and group relations principals). Able to demonstrate good knowledge of equal opportunities and anti-discriminatory practice. Knowledge and understanding of the Children's Act 1989 & 2004, Children's Homes Regulations (2015) including the Quality Standards Experience with and understanding of the requirements for Ofsted Inspections and the preparations around them. Familiar with all aspects of confidentiality. Able to demonstrate good knowledge of child protection and safeguarding and procedures in this area. Knowledge of the support and understanding needed by vulnerable and traumatised children	Able to demonstrate knowledge of child development. To have in depth knowledge of psychoanalytical and group relations theories and concepts and be able to confidently apply to practice and thinking To have some understanding and knowledge of the terms and use of Transference, Projection and Projective Identification Able to demonstrate knowledge of therapeutic community/group work theory and practice.
Skills	Leadership and organisational skills and an ability to lead by example. Able to facilitate meetings. Able to work within a team and on own initiative. Able to work effectively and calmly within stressful situations. Able to problem solve and work in solution focused manner Able to communicate effectively with children in a therapeutic environment and build and maintain positive relationships, whilst	Able to demonstrate skills or an interest in activities relevant to post that could be used in the work with children– e.g. arts and crafts, sporting and outdoor activities. To be able to reflect on your own vallances – strengths and weaknesses and ensure they do not hinder your practice and relationships.

	maintaining appropriate boundaries and sense of relationships often under extreme provocation. Able to communicate effectively with colleagues and other professionals Able to play and to think creatively. Able to demonstrate ability for self-reflection and understanding. Able to maintain firm personnel and professional boundaries. Able to carry out physical interventions with children where necessary (Training and support provided) Able to negotiate and compromise. To be able to manage and lead in change Able to demonstrate a high standard of written communication and ICT skills including report writing.	
Personal Characteristics	To be able to demonstrate coping with emotionally challenging situations and to act appropriately under pressure. To be calm and approachable to colleagues To be able to give clear direction & expectations and support staff in the challenges and emotional content of the work. Able to display an authoritative manner Enthusiastic, passionate, reliable and approachable	Willingness to attend own psychotherapy
Additional Requirements	Able to work some evenings and weekends To be able to offer physical on-call support when required (as part of a rota) Is computer literate and able to use Word, Excel and e-mails To be physically able to undertake all aspects of the role To be committed to the role and be prepared to commit for a minimum for 2 years, to	Able to work overtime if required.

	provide stability to the children and their relationships with staff. Must have own car & driving licence and be able to drive to different locations within the area. To be willing to undergo an enhanced DBS Disclosure and sign up to the DBS update service	

All employees are also expected to follow and work towards the Therapeutic Practitioner Competencies Framework within their role. (A copy of this document is supplied within the application pack)

The Amicus Community provides regular support and supervision as well as work related training and development opportunities.