

Job Title	Range	Development Route	Duties	Level A		
Cleaner	Range 1	Recruitment	To carry out domestic duties to a high standard, maintaining cleanliness of the residential home.	QUALIFICATIONS		
				Willingness to undertake Cleaning, Hygiene Operative (Level 2)		
				First Aid qualification or willingness to undertake.		
				A willingness to undertake Team Teach training.		
				A willingness to undertake Playfulness, Acceptance, Curiosity and Empathy (PACE) training.		
				KNOWLEDGE		
				An awareness and ability to apply health and safety legislation including COSHH.		
				An understanding of the Council's procedures and policies.		
				EXPERIENCE		
				Previous experience of undertaking housekeeping duties		
Home Administrator	Range 3		Provide a full and efficient administration service, supporting the Registered Manager and other members of staff in the smooth running of the home and take a proactive approach in relation to day-to-day activities.	Previous experience of operating domestic cleaning equipment		
				Experience of maintaining stock control.		
				Experience of direct work with children.		
				SKILLS		
				Able to understand written and verbal instructions and follow procedures.		
				Able to carry out tasks and or advise on internal procedures which impact on the health and well-being of people.		
				Able to work individually and as part of a team.		
				Able to be flexible, and respond to changes at short notice.		
				Able to use Microsoft Word, Excel and Outlook.		
				Able to prioritise and have good time management skills.		
Cleaner	Range 1	Recruitment	To carry out domestic duties to a high standard, maintaining cleanliness of the residential home.	Good communication skills		
				Willingness to maintain confidentiality at all times.		
				Able to work efficiently without compromising safety or quality.		
Job Title	Range	Development Route	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Home Administrator	Range 3		Provide a full and efficient administration service, supporting the Registered Manager and other members of staff in the smooth running of the home and take a proactive approach in relation to day-to-day activities.	QUALIFICATIONS		
				Educated to GCSE level 4-9 or equivalent in English and Maths	First Aid qualification	Evidence of ongoing continuous professional development
				Level 3 in Business Administration	Medication training	
				Willingness to undertake and complete all mandatory training		

			<p>To assist in the completion of finance tasks including maintaining up-to-date records of finance transactions, ensuring activity data, performance and savings data is regularly updated and preparation of budget reports.</p> <p>Work directly with children with learning difficulties and/or complex health needs and/or emotional/behavioural difficulties.</p> <p>Act as the first point of contact with families/carers.</p>	<p>KNOWLEDGE</p> <p>An awareness of GDPR legislation and best practice in relation to information sharing.</p> <p>An awareness of the Council's financial regulations and guidelines.</p>	<p>KNOWLEDGE</p> <p>An awareness of policies and procedures relating to Health and Safety in the workplace.</p> <p>An awareness of the Council's Record Retention Policy and freedom of information protocols.</p> <p>A working knowledge of financial systems and basic accounting.</p>	<p>KNOWLEDGE</p> <p>An understanding of Children's Services processes and policies, including statutory processes and inspection regimes.</p> <p>Ability to demonstrate the practical and procedural knowledge across a technical or specialist area.</p>
				<p>EXPERIENCE</p> <p>Demonstrable experience of providing a comprehensive administrative support service.</p> <p>Demonstrable experience of complex minute taking and taking a proactive approach to tracking action points.</p> <p>Demonstrable experience in assisting with the welfare of children through supporting with first aid, medication and other emergencies that may arise.</p> <p>Demonstrable experience of providing general information, advice and guidance on internal procedures relating to finance.</p>	<p>EXPERIENCE</p> <p>Demonstrable experience in managing budgets.</p>	<p>EXPERIENCE</p> <p>Ability to complete a range of complex tasks such as report writing, presentations, detailed assessments and calculations.</p>
				<p>SKILLS</p> <p>Ability to use Microsoft Word, Excel and Outlook.</p> <p>Full driving licence valid for use in the UK and access to own transport for work purposes.</p> <p>Ability to organise and prioritise workload to achieve deadlines.</p> <p>Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with situations, referring to supervisor/line manager for unusual or difficult problems.</p> <p>Ability to develop and maintain effective computerised and manual filing systems, where care, accuracy, confidentiality and security are important.</p> <p>Demonstrable ability to carry out tasks and/or advise on internal procedures, which</p>	<p>SKILLS</p> <p>Ability to interpret data and prepare reports as required, demonstrating precision and speed.</p> <p>Demonstrable ability to use written and oral communication skills liaising with staff, children, parents, suppliers and a range of other external contractors and responding to a range of difficult issues.</p> <p>Demonstrable ability to explain straightforward tasks to others, where required.</p> <p>Demonstrates the ability to deal with considerable levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.</p> <p>Demonstrable ability to handle and process cash/documentation relating to considerable financial amounts accurately.</p>	<p>SKILLS</p> <p>Ability to model high levels of professionalism and promote a culture of professional standards.</p> <p>Ability to develop support systems and procedures for the home.</p> <p>Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working.</p> <p>Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.</p>

				<p>impact on the health and wellbeing of people.</p> <p>Commitment to equality and diversity, accepting differences and treating everyone fairly.</p> <p>Ability to maintain productive relationships with a wide range stakeholders.</p> <p>Ability and willingness to travel in order to meet requirements of the role.</p>	Ability to maintain confidentiality at all times.	
Job Title	Range	Development Route	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Cook	Range 3		<p>To provide healthy meals in a short breaks home for children and young people with learning difficulties and complex needs.</p> <p>To have overall responsibility for the kitchen.</p>	QUALIFICATIONS	QUALIFICATIONS	QUALIFICATIONS
				Good general level of education Level 2 in Catering or equivalent demonstrable experience.		
				Basic Food Hygiene certificate		
				KNOWLEDGE	KNOWLEDGE	KNOWLEDGE
				Knowledge of infection control	An understanding of health, hygiene and safety policies and practices.	An understanding of relevant statutory legislation.
				An awareness of different dietary requirements		
				EXPERIENCE	EXPERIENCE	EXPERIENCE
				Experience of planning, cooking and presenting meals in a commercial or professional residential setting, e.g. children's home or care home	A minimum of 12 months experience of working as a Cook.	A minimum of 18 months experience of working as a Cook.
				Experience of maintaining stocks and ordering new supplies.	Experience of working with children and young people who have learning difficulties and complex health needs.	Demonstrable experience of identifying potential problems and taking remedial action.
				SKILLS	SKILLS	SKILLS
				<p>Able to cook and serve a variety of nutritious meals, promoting healthy options and taking into consideration cultural and dietary needs.</p> <p>To be aware of and promote young people's choices and rights.</p> <p>Able to communicate in a positive manner with children and young people who may be non-verbal or have limited understanding.</p>	<p>Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines.</p> <p>Ability to carry out tasks and/or advise on internal procedures, which impact on the health and wellbeing of children.</p> <p>Ability to work part of a team and be flexible to meet the demands of the service, including planned weekend, bank holiday and evening work.</p>	<p>Ability to think about alternative ways of working and open to new work practices and responsive to change.</p> <p>Able to use Microsoft Word, Excel and Outlook</p> <p>Ability to use the most appropriate style and method of communication with people at different levels inside and outside of the organisation.</p>

Job Title	Range	Development Route	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Play Worker	Range 3		<p>Playworkers will be required to work Monday to Friday, term time only – the contracted hours will be 18.5 per week.</p> <p>Actively promote and apply the ethos of the home as detailed in the Statement of Purpose and aspiring to exceed the quality standards through undertaking responsibilities delegated by the Registered Manager, Deputy Manager and / or Team Leaders, in accordance with the Children’s Homes Regulations 2015.</p> <p>Provide care and support, structure and routines for children and young people that respects their individual needs.</p> <p>To assist in providing a safe and stimulating environment after school provision to children and young people with learning difficulties and complex health needs in a short break residential setting.</p> <p>To be a positive role model and develop mutually trusting relationships with children and young people, helping them to achieve their full potential.</p> <p>Work as a member of a team providing nurturing, stimulating and safe environment which promotes the emotional and physical well being of children and young people within appropriate boundaries.</p> <p>Safeguard, promote the welfare and wellbeing of children and young people in accordance with safeguarding policies and procedures.</p>	QUALIFICATIONS	QUALIFICATIONS	QUALIFICATIONS
				<p>Educated to GCSE English and Mathematics at Grade 4 or equivalent and/or relevant life skills experience.</p> <p>Willingness to work towards an NVQ / Level 3 Diploma (QCF) in Children and Young People’s Workforce (or a relevant equivalent) to be completed within 2 years.</p> <p>A willingness to work towards all mandatory training.</p> <p>A willingness to undertake Playfulness, Acceptance, Curiosity and Empathy (PACE) training.</p> <p>A willingness to undertake Team Teach training.</p>	<p>An NVQ / Level 3 Diploma (QCF) in Children and Young People’s Workforce (or a relevant equivalent).</p> <p>Completion of all mandatory training including PACE and Team Teach</p>	<p>Evidence of ongoing continuous professional development.</p>
				KNOWLEDGE	KNOWLEDGE	KNOWLEDGE
				<p>An awareness of the Children’s Homes Regulations 2015, Quality Standards, SCCIF and the Framework for Inspection of Children’s Homes.</p> <p>An awareness and understanding of Autistic Spectrum Disorders and displayed behaviours, learning difficulties and complex health needs, e.g., diabetes, PEG feeding, epilepsy, asthma.</p> <p>A basic knowledge of the development needs of children and young people.</p> <p>An awareness of safeguarding.</p> <p>An awareness of the issues facing children today ie. Gangs, exploitation, and bullying.</p> <p>An awareness of relevant policies and procedures</p> <p>An awareness of Signs of Safety.</p>	<p>A developed understanding of Autistic Spectrum Disorders and displayed behaviours, learning difficulties and complex health needs, e.g., diabetes, PEG feeding, epilepsy, asthma.</p> <p>A good knowledge of the development needs of children and young people.</p> <p>A good knowledge of safeguarding policies and procedures, including understanding reporting process and signs and symptoms of abuse.</p> <p>Knowledge of relevant children and family legislation.</p> <p>A detailed understanding of the issues facing children today ie. Gangs, exploitation, and bullying.</p> <p>A good knowledge of safe storage and administering of medication.</p> <p>A good knowledge of relevant policies and procedures.</p>	<p>An understanding of the Children’s Homes Regulations 2015, Quality Standards, SCCIF and the Framework for Inspection of Children’s Homes and how it impacts on the service.</p> <p>Comprehensive knowledge of safeguarding policies and procedures, including understanding reporting process and signs and symptoms of abuse.</p> <p>Completion of medication assessor training.</p> <p>Comprehensive knowledge of relevant legislation, policies and procedures and an understanding how they apply to different circumstances.</p> <p>An understanding of Signs of Safety and its application.</p>

				EXPERIENCE Demonstrable experience of working directly with children and young people and/or other care professions	EXPERIENCE Developed experience of working directly with children and young people with learning difficulties and / or complex health needs and/or emotional/behavioural difficulties, where sometimes there may be times when this will include working directly with some challenging behaviours. Experience of multi-agency working and proactive participation in meetings (supported by management) relevant to the service and children and young people. Demonstrable experience and understanding of trauma informed care. Demonstrable ability to organise and manage appropriate activities for children and young people with learning difficulties and some complex health needs.	EXPERIENCE Satisfactorily completed 24 months as a Residential Care Worker with Medway Council. Experience in supporting and positively contributing to others learning and development. Competent in independently participating in multi-agency meetings. Willingness to gain experience in shift leadership and cover in periods of absence.
				SKILLS An awareness of and ability to use Microsoft Office packages. Full, clean driving licence for use in the UK and willingness to drive company vehicles including minibuses. Effective communication and interpersonal skills. Ability to undertake a range of written and numerical tasks, including accurately recording information. Ability to adhere and promote all policies and procedures for Medway Council. Able to engage with children and young people effectively and proactively. Ability to work independently within defined procedures. Able to demonstrate resilience. Able to participate in completing daily household tasks including cleaning and cooking. Able to deal with considerable levels of work-related pressure, for example from	SKILLS Proficient in the use of Microsoft Office packages. Ability to exchange complicated and / or sensitive information, written and verbal, which can be complex and / or contentious. Able to appropriately manage challenging behaviour, in accordance with ethos and training.	SKILLS Able to use initiative and respond effectively to complex situations, making appropriate decisions in a solution focused manner and referring to team leader / deputy manager where appropriate. An awareness of conflict management. Ability to dynamically risk assess and undertake risk assessments.

				deadlines, interruptions or conflicting demands, report writing, care plans, being alert to constantly risk assess and record accurately reports of children's stays.		
Job Title	Range	Development Route	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Residential Support Worker	Range 3		<p>Actively promote and apply the ethos of the home as detailed in the Statement of Purpose and aspiring to exceed the quality standards through undertaking responsibilities delegated by the Registered Manager, Deputy Manager and / or Team Leaders, in accordance with the Children's Homes Regulations 2015.</p> <p>Provide care and support, structure and routines for children and young people that respects their individual needs.</p> <p>To be a positive role model and develop mutually trusting relationships with children and young people, helping them to achieve their full potential.</p> <p>Work as a member of a team providing nurturing, stimulating and safe environment which promotes the emotional and physical wellbeing of children and young people within appropriate boundaries.</p> <p>Safeguard, promote the welfare and wellbeing of children and young people in accordance with safeguarding policies and procedures.</p>	QUALIFICATIONS Educated to GCSE English and Mathematics at Grade 4 or equivalent and/or relevant life skills experience. Willingness to work towards an NVQ / Level 3 Diploma (QCF) in Children and Young People's Workforce (or a relevant equivalent) to be completed within 2 years. A willingness to work towards all mandatory training. A willingness to undertake Playfulness, Acceptance, Curiosity and Empathy (PACE) training. A willingness to undertake Team Teach training.	QUALIFICATIONS An NVQ / Level 3 Diploma (QCF) in Children and Young People's Workforce (or a relevant equivalent). Completion of all mandatory training including PACE and Team Teach	QUALIFICATIONS Evidence of ongoing continuous professional development.
				KNOWLEDGE An awareness of the Children's Homes Regulations 2015, Quality Standards, SCCIF and the Framework for Inspection of Children's Homes. An awareness and understanding of Autistic Spectrum Disorders and displayed behaviours, learning difficulties and complex health needs, e.g., diabetes, PEG feeding, epilepsy, asthma. A basic knowledge of the development needs of children and young people. An awareness of safeguarding. An awareness of the current issues facing children today e.g. Gangs, exploitation, and bullying. An awareness of relevant policies and procedures An awareness of Signs of Safety.	KNOWLEDGE A developed understanding of Autistic Spectrum Disorders and displayed behaviours, learning difficulties and complex health needs, e.g., diabetes, PEG feeding, epilepsy, asthma. A good knowledge of the development needs of children and young people. A good knowledge of safeguarding policies and procedures, including understanding reporting process and signs and symptoms of abuse. Knowledge of relevant children and family legislation. A detailed understanding of the current issues facing children today ie. Gangs, exploitation, and bullying. A good knowledge of safe storage and administering of medication.	KNOWLEDGE An understanding of the Children's Homes Regulations 2015, Quality Standards, SCCIF and the Framework for Inspection of Children's Homes and how it impacts on the service. Comprehensive knowledge of safeguarding policies and procedures, including understanding reporting process and signs and symptoms of abuse. Completion of medication assessor training. Comprehensive knowledge of relevant legislation, policies and procedures and an understanding how they apply to different circumstances. An understanding of Signs of Safety and its application.

					A good knowledge of relevant policies and procedures.	
				EXPERIENCE	EXPERIENCE	EXPERIENCE
				Demonstrable experience of working directly with children and young people and/or other care professions	<p>Developed experience of working directly with children and young people with learning difficulties and / or complex health needs and/or emotional/behavioural difficulties, where sometimes there may be times when this will include working directly with some challenging behaviours.</p> <p>Experience of multi-agency working and proactive participation in meetings (supported by management) relevant to the service and children and young people.</p> <p>Demonstrable experience and understanding of trauma informed care.</p> <p>Demonstrable ability to organise and manage appropriate activities for children and young people with learning difficulties and some complex health needs.</p>	<p>Satisfactorily completed a minimum of 24 months as a qualified Residential Care Worker (NVQ3) with Medway Council.</p> <p>Experience in supporting and positively contributing to others learning and development.</p> <p>Competent in independently participating in multi-agency meetings.</p> <p>Willingness to gain experience in shift leadership and cover in periods of absence.</p>
				SKILLS	SKILLS	SKILLS
				<p>Ability of using Microsoft Office packages.</p> <p>Full, clean driving licence for use in the UK and willingness to drive company vehicles including minibuses.</p> <p>Effective communication and interpersonal skills.</p> <p>Ability to undertake a range of written and numerical tasks, including accurately recording information.</p> <p>Ability to adhere and promote all policies and procedures for Medway Council.</p> <p>Able to engage with children and young people effectively and proactively.</p> <p>Ability to work independently within defined procedures.</p> <p>Able to demonstrate resilience.</p> <p>Able to participate in completing daily household tasks including cleaning and cooking.</p>	<p>Proficient in the use of Microsoft Office packages.</p> <p>Ability to exchange complicated and / or sensitive information, written and verbal, which can be complex and / or contentious.</p> <p>Able to appropriately manage challenging behaviour, in accordance with ethos and training.</p>	<p>Able to use initiative and respond effectively to complex situations, making appropriate decisions in a solution focused manner and referring to team leader / deputy manager where appropriate.</p> <p>An awareness of conflict management.</p> <p>Ability to dynamically risk assess and undertake risk assessments.</p>

				Able to deal with considerable levels of work-related pressure, for example from deadlines, interruptions or conflicting demands, report writing, care plans, being alert to constantly risk assess and record accurately reports of children's stays.		
Job Title	Range	Development Route	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Team Leader	Range 5		<p>Assist the Registered Manager and Deputy Manager in managing the day-to-day operations of the home actively promoting and applying the ethos of the home as detailed in the Statement of Purpose and aspiring to exceed the quality standards.</p> <p>To lead and effectively plan shifts and work as a member of a team providing a nurturing and safe environment which promotes the emotional and physical well being of the children To provide structure and daily routines to children whilst ensuring smooth and effective service delivery.</p> <p>Safeguard, promote the welfare and oversee the wellbeing of children and young people in accordance with the Children's Homes Regulations 2015.</p>	QUALIFICATIONS	QUALIFICATIONS	QUALIFICATIONS
				<p>Educated to GCSE English and Mathematics at Grade 4 or equivalent and/or relevant life skills experience.</p> <p>An NVQ / Level 3 Diploma (QCF) in Children and Young People's Workforce (or a relevant equivalent).</p> <p>A willingness to undertake all mandatory training.</p> <p>A willingness to undertake Playfulness, Acceptance, Curiosity and Empathy (PACE) training.</p> <p>A willingness to undertake Team Teach training.</p>	<p>Completion of all mandatory training including PACE and Team Teach.</p> <p>Completion of Medway Manager training.</p>	Evidence of continuous professional development.
				KNOWLEDGE	KNOWLEDGE	KNOWLEDGE
				<p>An understanding of the Children's Homes Regulations 2015, Quality Standards, SCCIF and the Framework for Inspection of Children's Homes and how it impacts on the service.</p> <p>A developed understanding of Autistic Spectrum Disorders and displayed behaviours, learning difficulties and complex health needs, e.g., diabetes, PEG feeding, epilepsy, asthma.</p> <p>A theoretical understanding of child development.</p> <p>An understanding of the issues that affect children including trauma, attachment, and contextual safeguarding.</p> <p>A proficient understanding of a child's behaviour as a form of communication.</p>	<p>A good understanding of the Children's Homes Regulations 2015, Quality Standards, SCCIF and the Framework for Inspection of Children's Homes and what is required to meet or exceed the Ofsted requirements.</p> <p>Actively promote and apply the PACE model of care.</p> <p>Completion of medication assessor training.</p> <p>Knowledge of how to apply the strategies for managing challenging behaviour including de-escalation procedures.</p> <p>An understanding of Signs of Safety and its application.</p>	<p>A comprehensive understanding of the issues that affect children including trauma, attachment, and contextual safeguarding.</p> <p>Knowledge of assessment and care planning to meet the identified needs of children.</p> <p>Comprehensive knowledge and understanding of Autistic Spectrum Disorders and displayed behaviours, learning difficulties and complex health needs, e.g., diabetes, PEG feeding, epilepsy, asthma.</p>

				<p>Comprehensive knowledge of safeguarding policies and procedures, including understanding reporting process and signs and symptoms of abuse.</p> <p>A good knowledge of safe storage and administering of medication.</p> <p>Comprehensive knowledge of relevant legislation, policies and procedures and how they apply to different circumstances.</p> <p>An awareness of Signs of Safety.</p>		
				EXPERIENCE	EXPERIENCE	EXPERIENCE
				<p>A minimum of 3 year's experience of working within residential children's settings.</p> <p>Significant experience of working directly with children and young people with learning difficulties and / or complex health needs and/or emotional/behavioural difficulties</p> <p>Proven experience of working in a supervisory role.</p> <p>Experience in leading shifts.</p> <p>Experience of multi-agency working</p> <p>Competent in independently participating in multi agency meetings.</p>	<p>A minimum of 2 years' experience of working as a Team Leader.</p> <p>Experience of handling conflict and managing sensitive issues to achieve positive outcomes.</p>	<p>A minimum of 3 years' experience of working as a Team Leader.</p> <p>Experience of managing petty cash.</p> <p>Experience in undertaking recruitment and selection using safer recruitment guidance.</p>
				SKILLS	SKILLS	SKILLS
				<p>Proficient in the use of Microsoft Word, Excel and Outlook and willingness to learn other council packages as required.</p> <p>Full, clean driving licence for use in the UK and willingness to drive company vehicles including minibs.</p> <p>Ability to engage with children and young people and other professionals effectively and proactively.</p> <p>Effective communication and interpersonal skills. Good written skills sufficient to produce well written reports and complete records accurately.</p>	<p>Able to work independently within defined procedures and can work outside of procedures, making decisions without referring to a manager where necessary.</p> <p>Ability to deal with difficult situations and make appropriate decisions in a solution focused manner.</p> <p>Ability to exchange complicated and/or sensitive information, written and verbal, which can be complex and/or contentious.</p> <p>Ability to establish and maintain positive relationships with children, families, team members and other professionals.</p>	<p>Ability to evidence high levels of resilience and to recognise when escalation and support is required.</p> <p>Ability to act as a role model to other staff. Lead expert behaviour.</p> <p>Ability to lead other staff when dealing with stressful, difficult and challenging situations appropriately and effectively.</p>

				<p>Skilled in managing and resolving conflicts with children.</p> <p>Ability to supervise, co-ordinate or train other employees providing direction, monitoring progress and empowering them to achieve objectives.</p> <p>Able to participate in completing daily household tasks including cleaning and cooking.</p> <p>Ability to dynamically assess risk assessments and undertake new assessments where required.</p>	<p>Ability to follow and promote all policies and procedures.</p> <p>Appropriately manage children and young people's challenging behaviour, in accordance with ethos and training.</p> <p>An understanding of Health and Safety and the requirements to undertake health and safety checks.</p>	
Job Title	Range	Development Route	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Deputy Manager	Range 6		<p>To be responsible for the delivery of high quality care with the home, which meets the inspection criteria as set out in the regulatory framework.</p> <p>To work in partnership with the Registered Manager to model best practice and lead on interventions to train and develop others as required. You will be part of an aspirational culture and approach to improve and develop the service to achieve its vision of providing high quality care and support to children and their families as stated in the Statement of Purpose.</p> <p>To apply all relevant legislation (i.e., Children Act 1989, Health and Safety Act 1974, Children's Homes (England) Regulations 2015, Care Standards Act 2000), Council's policies and procedures as well as other available 'good practice' guidance, and to ensure that these are understood and adhered to by staff.</p> <p>Support the Registered Manager in achieving the best outcomes for children whilst ensuring regulatory compliance with the Children's Homes Regulations 2015 and embedding the SCCIF (Social Care Common Inspection Framework).</p> <p>Support the Registered Manager in relation to the budget and financial</p>	QUALIFICATIONS	QUALIFICATIONS	QUALIFICATIONS
				<p>Educated to GCSE Level 5 or equivalent in English and Maths</p> <p>NVQ Level 3 / Level 3 Diploma in Residential Childcare or equivalent qualification</p> <p>Willingness to work towards Level 5 Diploma in Leadership and Management.</p> <p>A willingness to undertake all mandatory training or evidence of completing.</p> <p>A willingness to undertake or evidence of completing Playfulness, Acceptance, Curiosity and Empathy (PACE) training.</p> <p>A willingness to undertake Team Teach training or evidence of completion.</p>	<p>Working towards Level 5 Diploma in Leadership and Management in Residential Childcare or equivalent as recognised by Children's Home Regulations 2015 – successful completion of 50% of the programme.</p> <p>Completion of all mandatory training including PACE and Team Teach.</p> <p>Completion of Medway Manager training.</p>	<p>Level 5 Diploma in Leadership and Management in Residential Childcare or equivalent as recognised by Children's Home Regulations 2015.</p> <p>Evidence of continuous professional development</p>
				KNOWLEDGE	KNOWLEDGE	KNOWLEDGE
				<p>A proficient understanding of the Children's Homes Regulations 2015, Quality Standards, SCCIF and the Framework for Inspection of Children's Homes and what is required to meet or exceed the Ofsted requirements.</p> <p>Demonstrable knowledge of the theory and research that underpin work with children and a detailed understanding of the issues that affect children including trauma,</p>	<p>A comprehensive understanding of issues for disabled children and their families and how it impacts on families.</p> <p>Comprehensive knowledge of safeguarding policies and procedures, including understanding reporting process and signs and symptoms of abuse.</p> <p>Comprehensive knowledge of the medication procedures.</p>	<p>A good understanding of the responsibilities of the Registered Manager and Responsible Individual.</p> <p>A good understanding of the Regulation 44 visitor role.</p> <p>An understanding of quality assurance processes and systems.</p>

			<p>related measures ensuring effective management of resources in accordance with Medway’s financial regulations.</p> <p>To deputise for the Registered Manager in their absence ensuring the smooth running of the home.</p>	<p>attachment, mental health, child development and contextual safeguarding.</p> <p>Comprehensive knowledge and understanding of Autistic Spectrum Disorders and displayed behaviours, learning difficulties and complex health needs, e.g. adolescent development, child development, mental health, diabetes, PEG feeding, epilepsy, asthma.</p> <p>A good knowledge and understanding of issues for disabled children and their families.</p> <p>Assessor trained in medication.</p> <p>A good understanding of the PACE model of care.</p> <p>Knowledge of assessment and care planning to meet the identified needs of children.</p> <p>An awareness of Signs of Safety.</p>	<p>An understanding of Signs of Safety and its application.</p> <p>An understanding of Medway Council’s financial procedures and regulations.</p> <p>A good working knowledge of Health and Safety provisions and the processes for managing risk.</p> <p>Knowledge of assessment and care planning to meet the identified needs of children.</p>	<p>Up to date knowledge and understanding of changes to legislation and practices across the residential sector.</p>
				EXPERIENCE	EXPERIENCE	EXPERIENCE
				<p>A minimum of 3 years’ experience of working within residential children’s settings.</p> <p>Substantial experience of working directly with children and young people with learning difficulties and / or complex health needs and/or emotional/behavioural difficulties, where sometimes there may be times when this will include working directly with some challenging behaviours.</p> <p>Proven experience of working in a supervisory or management role.</p> <p>Experienced in managing adequate staff levels, shift management and working time regulations.</p> <p>Experienced in developing partnership working with other professionals, liaising with other service providers and outside partner agencies including Ofsted and Regulation 44 Visiting Service.</p> <p>Experience in undertaking recruitment and selection using safer recruitment guidance.</p>	<p>A minimum of 2 years’ experience of working within residential children’s setting as a Deputy Manager.</p> <p>Experience in leading staff meetings.</p> <p>Confident in dealing with unusual situations where there are no recognised procedures in place.</p> <p>Experience of delivering a wide range of interventions with children.</p> <p>Experience of contributing to effective financial management and forecasting within a limited budget.</p>	<p>A minimum of 3 years’ experience of working within residential children’s setting as a Deputy Manager.</p> <p>Experience of reviewing incidents and applying a Signs of Safety approach, taking actions where appropriate.</p> <p>Experience in leading multi agency meetings.</p>

				Experienced in participating in multi-agency meetings.		
				SKILLS	SKILLS	SKILLS
				<p>Proficient in the use of Microsoft Word, Excel and Outlook and willingness to learn other council packages as required.</p> <p>Full, clean driving licence for use in the UK.</p> <p>Ability to lead, motivate and encourage other employees providing direction, monitoring progress and empowering employees to achieve objectives.</p> <p>Ability to establish and maintain positive relationships with children, families, team members and other professionals.</p> <p>Well developed communication skills to present complex / sensitive information in an understandable way, to a range of audiences with an awareness of alternative forms of communications for children.</p> <p>Works independently within defined procedures, and can work outside of procedures, making decisions without referring to manager where necessary.</p> <p>Ability to effectively manage competing priorities working to required timescales.</p> <p>Good organisational skills.</p> <p>Ability to appreciate and respond to the diverse, ethnic, cultural, and spiritual needs of the children.</p> <p>Ability to handle sensitive and confidential information in accordance with GDPR requirements.</p>	<p>Can analyse and interpret complex information and situations. Develop solution and plans for the medium term. Adopts an imaginative and innovative approach.</p> <p>Ability to undertake a range of written and numerical tasks, e.g. accurately recording information, writing reports, compiling risk assessments, incident and accident reporting.</p> <p>Able to demonstrate resilience in challenging situations.</p> <p>Able to demonstrate knowledge and experience of maintaining professional boundaries.</p> <p>Able to maintain professional boundaries and to ensure staff do likewise.</p>	<p>Ability to review and update policies and procedures within the home.</p> <p>Contributes to training around specific health conditions such as diabetes, PEG feeding, epilepsy, asthma.</p> <p>Demonstrates commitment to improving outcomes for children and young people in care of the local authority.</p>
Job Title	Range	Development Route	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Registered Manager	Range 7		<p>To lead the whole staff team in delivering high quality residential care and support for children.</p> <p>To achieve best outcomes for children whilst ensuring regulatory compliance</p>	QUALIFICATIONS	QUALIFICATIONS	QUALIFICATIONS
				Level 5 Diploma in Leadership and Management for Residential Childcare or equivalent as recognised by Children's Homes Regulations 2015 or willingness to undertake and complete within 18 months.	Level 5 Diploma in Leadership and Management for Residential Childcare or equivalent as recognised by Children's Homes Regulations 2015 Completion of Medway Manager training.	Evidence of ongoing professional development.

			<p>with the Children’s Homes Regulations 2015 and embedding the SCCIF (Social Care Common Inspection Framework).</p> <p>Overall responsibility for the implementation of all relevant legislation (i.e., Children Act 1989, Health and Safety Act 1974, OFSTED Children’s Regulation’s and Quality Standards Children’s Homes), organisational policies and procedures as well as other available ‘good practice’ guidance, and to ensure that these are understood and adhered to by staff.</p> <p>To be responsible and accountable for the homes Statement of Purpose and that it remains appropriate to the needs of the children, ensuring it is reviewed regularly and remains relevant and current.</p> <p>Embed a culture of high aspirations and ambitions for the children within the home, where children are central to the decision-making process and where their views are encouraged, and their wishes and feelings always considered.</p> <p>Create an environment where children can share their experiences, reflecting on how their experiences have influenced and affected them. Where children can safely express themselves whilst being assured that they will continue to be cared for and loved.</p> <p>Have overall responsibility of the care and maintenance of the buildings and grounds, and the monitoring and control of the delegated budgets.</p>	<p>Registered with Ofsted as the Registered Manager as specified in the Children’s Homes Regulations and fulfil and met the obligations set out in Ofsted’s quality standards.</p> <p>NVQ Level 3 / Level 3 Diploma in Residential Childcare or equivalent qualification</p> <p>Education to GCSE Level 5 or equivalent in English and Maths</p> <p>A willingness to work towards all mandatory training.</p> <p>A willingness to undertake or evidence of completing Playfulness, Acceptance, Curiosity and Empathy (PACE) training.</p> <p>A willingness to undertake Team Teach training.</p>	<p>Completion of all Mandatory training including PACE and Team Teach.</p>	
			<p>KNOWLEDGE</p> <p>Comprehensive understanding and knowledge of the Children’s Homes Regulations 2015, Quality Standards, SCCIF and the Framework for Inspection of Children’s Homes and what is required to meet or exceed the Ofsted requirements.</p> <p>Comprehensive and evidential knowledge of the theory and research that underpins work with children and a detailed understanding of the issues that affect children including trauma, attachment, mental health, child development and contextual safeguarding.</p> <p>Comprehensive knowledge and understanding of Autistic Spectrum Disorders and displayed behaviours, learning difficulties and complex health needs, e.g. adolescent development, child development, mental health, diabetes, PEG feeding, epilepsy, asthma.</p> <p>A good understanding of the standards required for the monitoring, safe storage and administration of medication.</p> <p>Assessor trained in medication.</p>	<p>KNOWLEDGE</p> <p>Comprehensive knowledge and understanding of issues faced by families with disabled children.</p> <p>Comprehensive knowledge of safeguarding policies and procedures, including understanding reporting process and signs and symptoms of abuse.</p> <p>An understanding of the Council’s complaints procedure.</p> <p>Comprehensive knowledge of the medication procedures.</p> <p>An understanding of Signs of Safety and its application.</p> <p>An understanding of Medway Council’s financial procedures and regulations.</p> <p>Up to date knowledge and understanding of changes to legislation and practices across the residential sector.</p> <p>A good understanding of quality assurance processes and systems.</p> <p>A good understanding of the responsibilities of the Responsible Individual.</p>	<p>KNOWLEDGE</p> <p>Detailed understanding of the relevant legislation in particular the Children Act 1989 (amended 2004) and best practice relating to looked after children.</p> <p>Detailed knowledge and understanding of the range of organisations and individuals working with children and young people, their roles and responsibilities, and how to effectively work with them.</p>	

				<p>Developed knowledge of assessment and care planning to meet the identified needs of children.</p> <p>An awareness of Signs of Safety.</p>	<p>A good understanding of Regulation 44 visitor role.</p> <p>A detailed understanding of the PACE model of care.</p> <p>A good working knowledge of Health and Safety provisions and the processes for managing risk.</p>	
				EXPERIENCE	EXPERIENCE	EXPERIENCE
				<p>Substantial experience of direct working with children, young people with disabilities and their families</p> <p>Substantial level of managerial experience within a children's residential care setting.</p> <p>Experienced in managing adequate staff levels, shift management and working time regulations.</p> <p>Demonstrable experience and understanding of trauma informed care.</p> <p>Experienced in developing partnership working with other professionals, liaising with other service providers and outside partner agencies including Ofsted and Regulation 44 Visiting Service.</p> <p>Experience of effective financial management and forecasting within a limited budget and of contributing to wider financial decisions impacting on the service. Demonstrable experience of reviewing incidents and applying a Signs of Safety approach, taking actions where appropriate.</p> <p>Experience in leading multi agency meetings.</p> <p>Experience in undertaking recruitment and selection using safer recruitment guidance.</p>	<p>Experienced in contributing to quality assurance processes.</p> <p>Significant experience of dealing with a diverse range of complex situations while prioritising the well-being of children.</p> <p>Demonstrable experience in responding to complaints and FOI requests in a timely manner.</p> <p>Experience of working within internal policies and procedures and statutory responsibilities.</p>	<p>A minimum of 5 years as a Registered Manager.</p> <p>Experience of managing care planning practice in children's homes.</p> <p>Experience of supporting RI in managing Ofsted inspections.</p> <p>Experienced in providing advice and guidance on established internal policy and/or external regulations/legislation.</p> <p>Experienced in reviewing and contributing to the development of policies and supporting procedures.</p>

				SKILLS	SKILLS	SKILLS
				<p>Proficient in the use of Microsoft Word, Excel and Outlook and willingness to learn other council packages as required.</p> <p>Full, clean driving licence for use in the UK.</p> <p>Ability to lead, motivate and encourage other employees providing direction, monitoring progress and empowering employees to achieve objectives.</p> <p>Able to deal effectively with emergency situations.</p> <p>Can analyse and interpret complex information and situations. Develop solution and plans for the medium term. Adopts an imaginative and innovative approach.</p> <p>Uses highly developed communication skills to present complex / sensitive information in an understandable way, to a range of audiences with an awareness of alternative forms of communications for children and young people with disabilities.</p> <p>Works independently within defined procedures, and can work outside of procedures, making decisions without referring to manager where necessary.</p> <p>Ability to develop positive relationships with children and young people and their families, team members and other relevant professionals.</p> <p>Appropriately manage children and young people's challenging behaviour, in accordance with ethos and training. Ability to actively participate in meetings relevant to the children and young people and the service.</p> <p>Ability to undertake a range of written and numerical tasks, e.g. accurately recording information, writing reports, compiling risk assessments, incident and accident reporting.</p> <p>Ability to appreciate and respond to the diverse, ethnic, cultural, and spiritual needs of the children.</p>	<p>Able to demonstrate good leadership and decision making skills, including supervision.</p> <p>Provide training around specific health conditions such as diabetes, PEG feeding, epilepsy, asthma.</p> <p>Promote within the service knowledge and understanding of issues for disabled children and their families.</p> <p>Able to maintain professional boundaries and to ensure staff do likewise.</p> <p>Able to demonstrate resilience in challenging situations.</p>	<p>Demonstrated commitment to improving outcomes for children and young people in care of the local authority.</p>

Job Title	Range	Development Route	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Responsible Individual	Range 8		<p>To be overall responsible for ensuring the Childrens Homes meet all the registration conditions, through achieving compliance with all the relevant legislation (i.e., Children Act 1989, Health and Safety Act 1974, Children’s Homes (England) Regulations 2015, Care Standards Act 2000), government guidance, regulations and standards and the policies and procedures of the home as well as ensuring these are understood and adhered to by the management team and staff.</p> <p>Oversee the smooth running of the homes, supervising and supporting the registered manager(s) in developing a culture within the home, where children are central to the decision-making process, where their views are encouraged, and their wishes and feelings always considered.</p> <p>Model and promote a therapeutic approach to working with children that is trauma-informed and relationship based.</p> <p>Establish relationships both within the Local Authority and externally with relevant stakeholders and partners, including Ofsted as the regulator of the service.</p>	QUALIFICATIONS	QUALIFICATIONS	QUALIFICATIONS
				<p>Level 5 Diploma in Leadership and Management for Residential Childcare or equivalent as recognised by Children’s Homes Regulations 2015 or willingness to undertake and complete within 18 months.</p> <p>NVQ Level 3 / Level 3 Diploma in Residential Childcare or equivalent qualification</p> <p>Education to GCSE Level 5-9 or equivalent in English and Maths</p> <p>A willingness to work towards all mandatory training.</p>	<p>Completion of Medway Manager training.</p> <p>Completion of all Mandatory training including PACE and Team Teach.</p> <p>Evidence of ongoing professional development.</p>	
				KNOWLEDGE	KNOWLEDGE	KNOWLEDGE
				<p>Expert understanding and working knowledge of the Children’s Homes Regulations 2015, Quality Standards, SCCIF and the Framework for Inspection of Children’s Homes and what is required to meet or exceed the Ofsted requirements.</p> <p>Extensive understanding and knowledge of legislation relating to Looked After Children (particularly the Children Act 1989, amended 2004) and best practice relating to looked after children.</p> <p>Extensive understanding of the Framework of Inspection, OFSTED</p> <p>Comprehensive knowledge of safeguarding and child protection procedures.</p> <p>Excellent knowledge of child development and understanding of patterns of transition from childhood to adulthood.</p> <p>Demonstrable knowledge of a therapeutic model of working with children in a care setting.</p> <p>Detailed knowledge and understanding of the range of organisations and individuals working with children and young people, their roles, and responsibilities and how to work effectively with them.</p>	<p>An understanding of Signs of Safety and its application.</p> <p>A good understanding of Medway Council’s financial procedures and regulations.</p> <p>A good understanding of quality assurance processes and systems.</p> <p>An in-depth operational knowledge of all areas of residential provisions across Medway Council.</p>	

				<p>Good working knowledge of Health and Safety provisions and the processes for managing risk.</p> <p>An awareness of Signs of Safety.</p>		
				<p>EXPERIENCE</p> <p>Substantial experience of managing care planning practice in children's homes.</p> <p>Substantial experience of Ofsted requirements including identifying, assessing, care planning, delivering, monitoring and evaluating outcomes.</p> <p>Substantial experience of managing high performing teams in a residential provision.</p> <p>Substantial experience of motivating, leading and developing agile cohesive teams and undertaking professional supervision, coaching and training.</p> <p>Demonstrable experience of and understanding of trauma informed care.</p> <p>Demonstrable experience of partnership working with other professionals including liaising with other service providers and outside partner agencies including OFSTED.</p> <p>An understanding of, and clear commitment to equality of opportunity, both in the delivery of services and in relation to the conduct of business with colleagues, service users and external parties.</p> <p>Demonstrable experience of effective financial management and forecasting.</p> <p>Demonstrable experience of undertaking safer recruitment and selection.</p>	<p>EXPERIENCE</p> <p>Substantial experience of providing advice and guidance on established internal policy and/or external regulations/legislation.</p> <p>Significant experience of dealing with a diverse range of complex situations within a residential setting.</p> <p>Demonstrable experience in responding to complaints and FOI requests in a timely manner.</p> <p>Experience of managing change to improve service delivery.</p> <p>Substantial experience in leading multi-agency meetings.</p> <p>Substantial experience of reviewing incidents and applying a Signs of Safety approach, taking actions where appropriate.</p>	<p>EXPERIENCE</p> <p>A minimum of 3 years as a Responsible Individual.</p> <p>Demonstrable experience of leading residential provisions and achieving good/outstanding judgment from Ofsted.</p> <p>Extensive experience of quality assuring the supply and delivery of residential services.</p> <p>Extensive experience of quality assuring quality of training.</p>

				SKILLS	SKILLS	SKILLS
				<p>Proficient in the use of Microsoft Word, Excel and Outlook and willingness to learn other council packages as required.</p> <p>Full, clean driving licence for use in the UK.</p> <p>Excellent leadership and management skills</p> <p>Demonstrated commitment to improving outcomes for children and young people in care of the local authority.</p> <p>An appreciation of, and commitment to meeting the needs of children, providing the necessary support to staff in understanding why children may behave challengingly.</p> <p>Ability to provide effective supervision and direction to senior staff and model best practice.</p> <p>Ability to maintain professional boundaries and to ensure staff do likewise.</p> <p>Ability to monitor the performance of others and effect improvement where necessary to ensure consistency of approach by the management team.</p> <p>Ability to manage budgets efficiently and advise on the budgetary process.</p> <p>Ability to analyse and interpret varied and highly complex information, developing strategies and solutions for long term plans.</p> <p>Produces literate and well written, evidence-based reports which are suitable for a variety of professional settings.</p> <p>Ability to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences.</p> <p>Ability to appreciate and respond to the diverse, ethnic, cultural, and spiritual needs of the children.</p>	<p>Ability to work under pressure, prioritise work and meet deadlines.</p> <p>Ability to effectively review processes and procedures and recommend appropriate changes.</p> <p>Ability to implement improvements within a residential setting.</p> <p>Able to demonstrate resilience in challenging situations.</p>	<p>Evidence of a commitment to improving outcomes for children and young people in care of the local authority.</p> <p>Evidence of a commitment to equal opportunities and promoting an inclusive management style.</p> <p>Evidence of a commitment to providing a high standard of customer service and care to children and families.</p>