

Job Description

Job title	Responsible Individual (RI) – Children’s Services
Directorate	PEOPLE: Children and Adults
Division	Children’s Commissioning
Grade	MPR 8
Reports to	Head of Commissioning, Placements and Residential Services

Main purpose of the job:

The Responsible Individual (RI) provides strategic leadership, regulatory accountability, and oversight across Medway’s residential portfolio of children’s homes. They ensure the homes are compliant with the Children’s Homes (England) Regulations 2015, the Quality Standards, and Ofsted requirements, including the Social Care Common Inspection Framework (SCCIF).

The RI supervises the overall management of the homes and ensures that leadership, governance, safeguarding, and practice consistently support the best possible outcomes for children and children with disabilities. They will work to the Head of Commissioning, Placements and residential services who is the current RI and oversees a varied range of portfolios.

Accountabilities and outcomes:

Regulatory Oversight & Compliance

- Ensure the homes meet all conditions of registration under the The Children’s Homes (England) Regulations 2015 which set out the legal framework and quality standards for residential care homes for children, ensuring their safety, well-being, and development and the Care Standards Act 2000 and associated regulations, including mandatory notifications to Ofsted (such as serious incidents and changes to service).
- Provide strategic supervision of the Registered Managers and ensure that leadership meets the Children’s Homes Quality Standards.
- Oversee compliance with SCCIF inspection expectations, ensuring inspectors can evaluate children’s experiences, safety, and progress effectively.
- Ensure all homes are Good or Outstanding.

2. Leadership & Governance

- Provide visible, accountable leadership to ensure all our homes operate safely and effectively for children.
- Promote a culture of continuous improvement, reflective practice, and safeguarding excellence.
- Support the Registered Managers in meeting the Leadership and Management Standard, ensuring clear oversight and robust systems.
- Able to establish a positive culture across the homes promoting the High Support High Challenge ethos

3. Safeguarding & Quality of Care

- Uphold safeguarding responsibilities and ensure children's safety, welfare, and rights remain central to all decisions and practices.
- Ensure the home provides tailored, child-centred care that meets the needs of children in line with Ofsted's focus on lived experiences and developmental progress.
- Monitor Regulation 44 and Regulation 45 processes to ensure continuous improvement and quality assurance.

4. Strategic Workforce Oversight

- Ensure the home has sufficient, skilled staff with the appropriate qualifications (e.g., L3 Residential Childcare for staff; L5 Leadership and Management for the Registered Manager).
- Oversee recruitment, professional development, retention strategies, and workforce planning to support continuity of care.

5. Partnership & Stakeholder Engagement

- Maintain constructive relationships with Ofsted, local authorities, community services, health professionals, and families.
- Oversee compliance with expectations relating to placement stability and working with external partners to meet complex needs.

6. Governance, Risk & Accountability

- Ensure effective systems for recording, reporting, audit, and risk management.
- Ensure the home's statement of purpose is met even during staffing changes or emergency situations.

Qualifications & Experience

- Comprehensive experience in children's social care leadership, particularly supporting children with disabilities and complex needs.
- Strong understanding of Children's Homes Regulations, Quality Standards, and Ofsted inspection requirements (SCCIF).
- Capacity, skills, and expertise to supervise the management of the home in line with Regulation 26 and Regulation 13 (Leadership and Management Standard).
- Experience of using the PACE model of care
- Enhanced DBS and demonstrable suitability to represent the provider to Ofsted.
- Experience of a Leadership role in Children's homes or similar regulated services

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to Head of Service for Children's Commissioning, Placements and Residential.



The post holder will be required to line manage others as well as direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

The post holder will have a hybrid role and will work between the homes, Office in Chatham and at home. Travel to other sites as and when required as part of their duties may also be required.

Person Specification

All criteria at level B are considered essential unless stated otherwise.

Role will be subject to probation and passing the Ofsted via the Fit persons interview.

Qualifications

Level A

- **Level 5 Diploma in Leadership and Management** for Residential Childcare (or equivalent).
- **Substantial experience in residential childcare** in a leadership role.

Level B (in addition)

- Level 5 Diploma in **Leadership and Management** for Residential Childcare (or equivalent).
- 12-months proven senior leadership experience across services.

Level C (in addition)

- Level 7 leadership management qualifications.
- Degree in related subject area

Knowledge

Level A

- Basic understanding of the Children's Homes (England) Regulations 2015, including requirements for notifications, inspections, and regulatory compliance.
- Foundational knowledge of the Leadership & Management Standard (Regulation 13) and the RI's role in supervising management.
- Introductory understanding of SCCIF inspection principles: focus on children's experiences, progress, safety, and consistent evaluation.

Level B (in addition)

- In-depth understanding of the Children’s Homes Regulations, particularly Regulation 26 (fitness of RI), Regulation 13 (leadership), and quality standards.
- Strong working knowledge of SCCIF inspection processes, evidence requirements, and evaluation criteria across safeguarding, experiences, progress, and leadership.
- Good knowledge of multi-agency systems and how services for children with disabilities interconnect (health, education, SEND, therapy services).

Level C (in addition)

- Deep mastery of regulatory and inspection frameworks, including all judgement areas of SCCIF and extensive understanding of how Ofsted interprets RI fitness, leadership capability, and compliance across services.
- Comprehensive knowledge of national policy, research, best practice models, and system-level reforms affecting children’s homes and disability services.
- Expert understanding of organisational governance, safeguarding systems, strategic risk, and quality assurance frameworks across multiple homes.

Experience

Level A

- Some leadership or operational management experience in children’s social care or a related health/social care field within the last 12-months.
- Exposure to multi-agency working (social workers, health, SEND services).
- Early experience supporting Registered Managers or leading teams, though not yet at full strategic scope.

Level B (in addition)

- Demonstrable experience supervising Registered Managers and overseeing practice across a children’s home service.
- Experience responding to Ofsted inspections, implementing action plans, and using Regulation 44/45 processes to drive sustained improvement.
- Experience influencing external partners and contributing to placement stability for children with complex needs.

Level C (in addition)

- Extensive senior leadership experience supervising one or more children’s homes, with evidence of sustained regulatory success and positive Ofsted outcomes.

- Proven track record in leading organisational change, improving service quality, and shaping long-term strategy for children with high or complex needs.
- Significant experience negotiating at senior levels local authorities, regulators, integrated care boards, and specialist health/education providers.
- Experience of leading homes and maintaining a Good or Outstanding judgement

Skills

Level A

- Ability to interpret regulatory guidance with support and apply it to daily oversight of the home.
- Strong communication skills for building relationships with Registered Managers and external professionals.
- Developing ability to analyse information, participate in quality assurance processes, and identify areas for improvement.
- Basic ability to support the Registered Manager in preparing for inspections and audits.

Level B (in addition)

- Ability to critically evaluate performance data, risk, safeguarding alerts, staffing sustainability, and outcomes for children.
- Strong leadership and coaching skills to develop management teams, embed values, and maintain positive organisational culture.
- Ability to manage complex or sensitive regulatory discussions with Ofsted, local authorities, and professional partners.
- Skilled in driving integrated approaches, ensuring the home's work aligns seamlessly with other agencies supporting children with disabilities.

Level C (in addition)

- Highly developed strategic leadership: able to set direction, design service models, and ensure organisational readiness for complex inspections and regulatory scrutiny.
- Advanced analytical and decision-making skills for managing high-risk, multi-agency, and politically sensitive issues.
- Exceptional ability to create integrated, stable systems around children with disabilities, aligning health, education, care, and commissioning.
- Expert communication, influence, and negotiation skills; able to represent the organisation at the highest professional and regulatory levels.
- Ability to embed sustainable co-production and lived-experience leadership as part of organisational culture.