

Job Description:
Head of Children's Homes

Job Title:	Head of Children's Homes (fulfilling Responsible Individual role)
Salary Range/Grade:	£52k - £62k / Grade A (Permanent)
Hours:	Full time (37 hours per week)
Work base:	Based at home with weekly site visits in the South East of England (inc. London) and quarterly Board meetings in London.
Reporting To:	Deputy Chief Executive
Responsible for:	Building a successful team inc. Registered Manager(s) that are rewarded with a career to positively impact the lives of children and young people, through the provision of high quality care and support, ensuring hope, health, happiness and progress / advancement.
Job Purpose As the in-house subject matter expert in this field of practice, advise and report to the Senior Executive and the Board on re-entering the market (after 10 years of absence) and preparing to invest initially in a cluster of 3 Children's Homes. This includes getting plans approved and implemented. Key responsibilities: <ul style="list-style-type: none">• Strategic Leadership for Children's Homes service delivery• Its good governance and accountability• Business Development - including commissioner relationship management and referrals management• Responsibility for the day-to-day Operational Framework (safeguarding, quality of care, outcomes)	
Performance Fundamentals Spurgeons has identified three performance fundamentals applicable to all roles in the organisation: <ul style="list-style-type: none">• Providing Excellent Services• Managing Self and Others• Managing Resources All job tasks and competencies are aligned with these performance fundamentals and Level 6 overall.	

Job Description

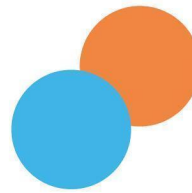
Champion and advise, including supporting and challenging the CEO and Board, and manage all aspects of planning and implementing the delivery of a number of new Ofsted registered Children's Homes, and, as the Responsible Individual, oversee their safe and effective running inc.: <ul style="list-style-type: none">• options and decisions on precise location and locality risk assessments.• liaise with contracted property management consultants.• develop and write detailed 5-year Business Plan (inc. project plan / critical path).• facilitate, write and get agreed the Statements of Purpose.• liaise with Local Authority commissioners / respond to framework tenders.• write policies and procedures.• recruit new Registered Manager/s (London/South East).• write workforce development plan.• prepare Ofsted registrations.• ensure inspection readiness, to achieve Outstanding grades for all.
--

Christian Jobs Ltd

Registered Address: The Enterprise Centre, 34 Benchill Rd, Wythenshawe, Manchester, M22 8LF, United Kingdom

T: 0161 946 3550 | E: info@christianjobs.co.uk | W: www.christianjobs.co.uk

Registered Company of England & Wales 11531028 | VAT 309496280



Following the opening of the Children's Homes, maintain our strategic direction, growth of the provision and, in doing so, ensure financial sustainability, achieve our key aims, and provide:

- professional and strategic leadership to drive the development and sustainability of high-quality therapeutic homes for children and young people.
- leadership for developing and implementing our model of care for children and young people, working closely with the other Heads of Practice (for other specialist types of service provision).
- effective leadership and management across a range of children's residential settings, ensuring that the needs of children and young people are fulfilled, and outcomes significantly improved.

Providing Excellent Services

- Ensuring each child's voice is heard and their views actively considered over the running of each home, in order that they have consistently positive views about the quality of their care in the home and their relationships with staff.
- Develop medium-term business plans and contribute to longer-term planning to support the achievement of the organisation's strategic aims.
- Embed a service framework for monitoring the achievement and impact of changes and ensure a feedback loop into strategy across the wider organisation.
- Consistently apply intelligence-led decision-making ensuring best practice, data and intelligence are used to drive continuous improvement and operational practice.
- Monitor and manage service delivery within available budgets and improvement targets.
- Ensure statutory, regulatory and funder requirements are fully complied with.
- Support a culture of transparency where challenge and scrutiny are embraced as an opportunity to learn and improve practice.
- Support a culture of high expectations in service delivery ensuring joined-up services focused on excellence and delivering agreed outcomes.

Managing Self and Others

- Work with key stakeholders across the organisation, including bringing the Board along the journey of establishing this new service for Spurgeons.
- Responsible for workforce development including planning, development, sufficiency, and succession planning for current and future need.
- Act as a figurehead for relevant service areas and identify and manage stakeholder relationships (e.g. families, Local Authorities, Heads of Service, Schools, Churches, external agencies) in order to deliver effective collaborative working and embedding a partnership ethos.
- Be well organised and effective at managing diverse and heavy workloads, demonstrating good time management and an ability to prioritise different opportunities and the needs of the charity and colleagues.
- Model a management style that encompasses Spurgeons' values (of commitment, fairness, compassion to ultimately bring hope) and centres on delivering against objectives, acting resourcefully i.e. identifying options and solutions to problems.

Managing Resources

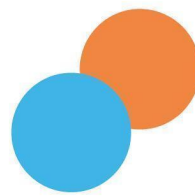
- Ensure that all staff are effectively trained and supervised, provide strategic advice and support to develop Children's Homes, whilst working closely with other Heads to ensure a safe and professional environment for our staff, children and young people.

Christian Jobs Ltd

Registered Address: The Enterprise Centre, 34 Benchill Rd, Wythenshawe, Manchester, M22 8LF, United Kingdom

T: 0161 946 3550 | E: info@christianjobs.co.uk | W: www.christianjobs.co.uk

Registered Company of England & Wales 11531028 | VAT 309496280



- Lead on the development of a highly skilled, flexible workforce across our residential Children's Homes, with a restorative, child-centred focus to improve the experiences and outcomes of vulnerable young people.
- Accountable for the management of all resources, monitoring and reporting to the Board, and other stakeholders.
- Agility to respond to / capitalise on new opportunities and respond to / mitigate risks.

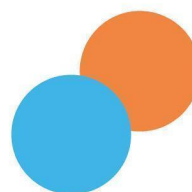
Person Specification		
Attainments	To be considered for this post you have to demonstrate you have:	Essential (E) or Desirable (D)
<i>Qualifications</i>	<ul style="list-style-type: none"> • Level 5 Diploma in Leadership and Management for Residential Care (as per Regulation 28) • Post-graduate management qualification (Diploma or equivalent) • Social Work qualified and SWE registered • Evidence of recent, self-directed, professional development in relevant professional field • Full UK driving licence 	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>
<i>Experience</i>	<ul style="list-style-type: none"> • Excellent reputation in the sector with the experience and credibility to confidently represent Spurgeons' work externally • Previous, ideally recent, experience of setting up a new Children's Home, providing a depth and breadth of knowledge in areas of responsibility • Substantial experience managing day-to-day operations (as both a Registered Manager and ideally Responsible Individual), and including securing new referrals (and being the Commissioner Relationship Manager with Local Authorities) • Managed / secured Ofsted Good or Outstanding inspection ratings • Experience of working at or with charities • Experience of recruiting and leading a new team with career paths, high retention levels and development opportunities • Extensive experience in performance management and the implementation of systems to support excellent performance • Significant experience of effective financial planning and management, setting targets and operating within a prescribed budget • Experience of leading complex negotiations on behalf of an organisation relating to complex or sensitive issues (e.g. contracts) 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Christian Jobs Ltd

Registered Address: The Enterprise Centre, 34 Benchill Rd, Wythenshawe, Manchester, M22 8LF, United Kingdom

T: 0161 946 3550 | E: info@christianjobs.co.uk | W: www.christianjobs.co.uk

Registered Company of England & Wales 11531028 | VAT 309496280



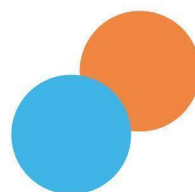
<p><i>Work Based Knowledge</i></p>	<ul style="list-style-type: none"> ● Up-to-date knowledge of principles, practices, and legislation relating specifically to Children's Homes Regulations and the National Minimum Standards for Children's Homes, including registration and inspection procedures ● An in-depth knowledge of child protection and safeguarding issues, including Safeguarding and Child Protection policies, procedures and systems ● Knowledge of 'theories of change' (or equivalent), evidence-based practice programmes, and Outcomes and Impact frameworks ● Understanding of Project Management and Change Management approaches, to deliver strategic objectives ● Knowledge and understanding of the following in a services context: Health and Safety, Equality and Diversity, Data Protection ● Understanding that commercial and entrepreneurial acumen will be increasingly expected and commitment to develop this 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<p><i>Skills</i></p>	<ul style="list-style-type: none"> ● Excellent people leadership skills and strong sense of doing what is right for children and young people ● Ability to challenge appropriately, for the good of children, at all levels and in a range of forums ● Willingness and ability to both journey at others' pace, and work under pressure when necessary ● Time management / problem solving ('composed', 'can-do', coherent) ● Initiative / forward thinking - anticipating needs without being asked ● Highly developed written and verbal communication skills (in keeping with role level) to gain commitment, support, respect, and confidence ● Good situational judgement skills (with the ability to make sense of information quickly and take sound decisions) ● Proficient IT skills including word, spreadsheets, PowerPoint and email. Spurgeons uses Microsoft Office applications 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><i>Special Job Circumstances</i></p>	<p>This post has the following special circumstances:</p> <ul style="list-style-type: none"> ● *Occupational Requirement – demonstrable alignment to Spurgeons' Christian motivation, its Faith Basis and ethos* ● Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment assessment process ● A car driver and/or access to a car for work purposes ● Regular national travel. This includes occasional overnight stays ● Flexible approach to hours due the support needs of colleagues including regular weekend and evening on-call cover 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Christian Jobs Ltd

Registered Address: The Enterprise Centre, 34 Benchill Rd, Wythenshawe, Manchester, M22 8LF, United Kingdom

T: 0161 946 3550 | E: info@christianjobs.co.uk | W: www.christianjobs.co.uk

Registered Company of England & Wales 11531028 | VAT 309496280



Competencies (expected behaviours)

Within the three performance fundamentals Spurgeon's identified ten core competencies that describe expected behaviours for which staff is required to work within, at the level of their role which are underpinned by **Spurgeons Core Values**. For each post there are job critical competencies that are key in ensuring the role is done effectively which are complemented by other core competencies to ensure successful job performance.

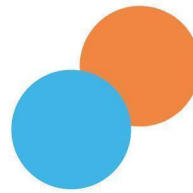
COMPETENCY <i>Please refer to Spurgeons Competency Framework for detailed descriptions</i>	Level	Job critical	Other core
PROVIDING EXCELLENT SERVICES			
Focusing on the Customer To meet customers' (service users and colleagues) needs and aims to continuously improve the services they provide to make sure customers receive an excellent service.	6	✓	
Safeguarding People To ensure that all service users are appropriately safeguarded and that all staff are kept safe whilst working; safeguarding being always recognised as of paramount importance.	6	✓	
Delivering Outcomes To ensure agreed outcomes are delivered in the most efficient and timely way by embracing a creative and entrepreneurial approach.	6	✓	
MANAGING SELF AND OTHERS			
Providing Direction Leading / providing direction to individuals, supporting / enabling them to make a positive contribution to the purpose / vision of the organisation.	6	✓	
Working as a Team To work effectively with other people and use the diversity of the team to create a working environment which helps achieve the tasks.	6	✓	
Developing Self and Others To behave ethically and professionally within your role, being aware of your own and other people's strengths and weaknesses, and take steps to learn, develop and achieve high levels of performance in yourself and others.	6	✓	
Embracing Change To embrace change effectively within services and departments through reflective, motivating and flexible leadership and team working.	6	✓	
Communicating with Clarity To ensure the effective use of written and oral communication skills to convey information / ideas to individuals / teams within and outside the organisation and create opportunities for individuals to respond and provide feedback.	6	✓	
MANAGING RESOURCES			
Making Evidence Based Decisions To identify and use various sources of evidence, making meaning of it to understand how relevant and valid it is, to enable effective decision making that improves performance and delivers outcomes.	6	✓	

Christian Jobs Ltd

Registered Address: The Enterprise Centre, 34 Benchill Rd, Wythenshawe, Manchester, M22 8LF, United Kingdom

T: 0161 946 3550 | E: info@christianjobs.co.uk | W: www.christianjobs.co.uk

Registered Company of England & Wales 11531028 | VAT 309496280



Planning and Managing Resources To make sure the organisation delivers its key priorities, tasks and forecasts; effectively manage risks, relationships and use resources in efficient ways to deliver outcomes.	6	✓	
--	---	---	--

Christian Jobs Ltd

Registered Address: The Enterprise Centre, 34 Benchill Rd, Wythenshawe, Manchester, M22 8LF, United Kingdom

T: 0161 946 3550 | E: info@christianjobs.co.uk | W: www.christianjobs.co.uk

Registered Company of England & Wales 11531028 | VAT 309496280