

<b>POST TITLE</b>	<b>ASSISTANT RESIDENTIAL MANAGER</b>
<b>DIRECTORATE</b>	<b>CHILDREN, EDUCATION AND JUSTICE SERVICES</b>
<b>SERVICE</b>	<b>CHILDREN'S SERVICES</b>
<b>RESPONSIBLE TO</b>	<b>RESIDENTIAL MANAGER</b>
<b>NUMBER OF POST HOLDERS</b>	
<b>ACTING UP/ SECONDMENT</b>	<b>N/A</b>

In Edinburgh we are committed to keeping the Promise and our Corporate Parenting responsibilities to ensure every child and young person grows up feeling safe, loved, and respected. As a workforce this means we focus on what matters to children and families, listen, and follow through. We understand and act on the impacts of poverty and honour children's rights. We are respectful to all those we work with, treating them as unique individuals using our language with care and sensitivity.

#### **PURPOSE OF JOB**

- Lead a group of residential care officers providing a service to Looked After and Accommodated Children in a residential care house.
- This may include the following functions: supporting emergency admissions, coordinating, recording and sharing the assessment and planning for short and long-term residential placements, outreach, and respite care once approved by Service Manager or Head of Service. It will also include engaging and supporting children in completing Pathway Assessments and Pathway planning to ensure children are aware of the options available to them and are actively engaged in the planning for leaving care.
- To act as responsible manager in the absence of the Residential Manager and ensure safe operation of the service.
- Professional values and a commitment to supporting children and young people to remain in or return to their own homes and communities through participation and effective family and community support, where safe to do so, is integral to our work approach and this post requires advanced skills to support and guide this approach with others.

#### **THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

- To operate as part of the management team in a residential house, taking responsibility for delivering a high quality of service delivery and achieving good outcomes for children and families. Report to the Residential Manager as required and take effective action in relation to the immediate care and safety of children day to day.
- Using Care Inspectorate Guidance, contribute to assessment and matching processes for children entering care and identifying what level of support and interventions are required to keep children in care feeling loved, safe, and respected.
- To manage resource to meet need, manage risk and operate in ways that are consistent with statutory duties and council policy and procedure. This includes appointment of a key worker to each child, ensuring that relevant tasks contained in the child plan are complete and that children's views are heard and considered.
- Ensure GIRFEC (Getting it right for every child) is central to every child's plan whilst in residential care for day-to-day activities, and that child plans are SMART (Specific, Measurable, Achievable, Realistic, Timebound)

- Take responsibility for adherence to house procedures in relation to administration, business process, health and safety, operation of petty cash process.
- To undertake additional tasks as directed by the Residential Manager as necessary for the safety and wellbeing of children and colleagues.
- To lead their team within the policies and procedures of City of Edinburgh, promptly advising the Residential Manager regarding any issues which may require to be considered in relation to disciplinary procedure, absence management procedure, fair treatment, or grievance.
- Involvement in recruitment and selection of staff and be responsible for ensuring staff complete an induction programme as determined by City of Edinburgh Council.
- To take a lead in the intervention of residential workers in complex cases, including helping families and professionals involved to identify alternatives to residential placement and expedite the exit plans for young people who have been accommodated.

#### **THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

- Hold appropriate qualification for "Residential Child Care Workers with Supervisory Responsibilities" as laid down by the Scottish Social Services Council.
- Diploma or Degree in Social Work, SVQ level 4 in Care, is essential. Registration with the Scottish Social Services Council is also essential.
- Candidates are required to join the PVG Scheme/ undergo a PVG scheme update prior to a formal offer of employment.
- Work towards and gain the Professional Development Award (PDA) Childhood Practice Level 9 qualification (recently introduced by Scottish Government).
- Support and challenge residential care officers to deliver a service that meets need and manages risk, ensuring that child's plans are implemented. Draw the attention of the Residential Manager to instances where they consider that systems and processes within the house or service require to be improved, making recommendations about required improvements where appropriate.
- Ensure all children in care have a GIRFEC assessment and Care Plan to meet the day-day needs of children in care. Support lead professionals and residential staff to devise and develop child's plans that are SMART (Specific, Measurable, Achievable, Realistic, Timebound), and outcome focussed.
- To contribute to Pathway Assessments and Plans with young people in care to ensure their transition from care is planned and seamless.
- Contribute to planning that includes consideration of young people returning to their family home.
- Through assessment, plans and care planning meetings, champion children's rights, specifically their right to family life and education.
- Devise and support others to develop creative and solution focussed strategies to meet need including building strengths in families and reducing the need for children to be fully accommodated.
- Daily contact with Looked After Children, families, and residential care officers. Frequent contact with residential manager, lead professionals for children accommodated in their residential house, and other professionals. These include education, health, police, out of hours, third sector staff and other services working with children.
- Make decisions involving the immediate protection of children who are resident in one of the houses. Take decisions on allocation of tasks to residential officers and operation of daily routines within the house.
- Contribute to the development of a team/service plans for the residential service in which they operate.
- To complete relevant training in child and adult protection as required by the Department, and to take decisions on referring child and adult protection concerns to lead professionals and their line managers, in doing so making well informed judgements about immediate safety.
- Exercise sound judgement in relation to the immediate care of children in the residential house. Decisions made will directly affect the wellbeing and safety of looked after children. This includes deciding how to manage the impact of any emergency admissions on the current resident group and the young person being admitted.

- To provide good quality supervision to workers they line manage following the Departments Supervision Policy To record supervision and update child files following supervision where appropriate. To use supervision to support and challenge practice to ensure the delivery of the SSSC Codes of Practice and where required implement The Council's Performance Management policy.
- To take effective action to ensure children in our care are looked after in line with Edinburgh Children's Social Work Practice Standards.

#### **ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

- Manage the delivery of a high-quality residential care service to children placed within their residential house.
- Manage any issues arising from competing need and risk within the resident group on a day-to-day basis, reporting any significant issues to the Residential Manager.
- Take an elevated level of personal and professional responsibility for standards of practice, performance of residential staff and outcomes for children and families.
- Balance time spent with young people and staff with the need to undertake tasks to comply with departmental systems such as Frontier and HR systems.
- Manage the work environment in a way that assists the implementation of agreed practice model for example attachment promotion.
- Assistant Residential Manager will spend most of their time present within a children's residential house including evening and overnight work.
- Due to the experiences of many of our young people, there is exposure to episodes of acute distress, dysregulation and hostile reactivity requiring staff resilience in assessing and responding
- Keeping the child/young person's needs and safety as paramount while doing all the above.
- Assistant Residential Managers will be required to manage any day-to-day risks in relation to children or staff within their residential house, in accordance with agreed procedure. This also applies to other environments including the young person's home.
- They will manage these in accordance with agreed practice/systems including CALM approaches to de-escalation.
- May require visiting the homes of service users and to attend children's hearings, reviews, and planning meetings.

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- This post holds line management and will have supervisory responsibility for up to 8 staff and also provide daily guidance and support to colleagues across the team and contribute to the professional development of the workforce. Staff supervision will also include waking night residential support workers (Gr6) and cooks (Gr3).

#### **RESOURCES**

- The postholder will manage the day-to-day operation of financial policy within the house but will not have direct responsibility for budget management. They will however handle resources including spend of petty cash and allocation of staffing resources.

#### **HEALTH AND SAFETY**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
- Co-operating with management and following instructions, safe systems, and procedures.
- Reporting any hazards, damage, or defects immediately to their line manager; and

- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') on the SHE Portal immediately and inform their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed, and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).