



Job Description

Registered Manager

Job Title: Registered Manager – Children’s Residential Home (EBD)

Location: Birmingham, West Midlands, UK

Salary: £55,000 – £65,000 per annum (dependent on experience and qualifications) + Bonuses

Hours: Full-time, 40 hours per week (including on-call duties)

Holidays: 28 days + Bank Holidays

Reporting To: Responsible Individual / Director

Purpose of the Role

To take full responsibility for the day-to-day management and operation of the children’s home, ensuring high quality care is provided in accordance with the Children’s Homes (England) Regulations 2015, Ofsted requirements, and relevant legislation. To lead, manage, and develop a residential children’s home supporting young people aged 7–18 with emotional and behavioural difficulties (EBD). The Registered Manager will be responsible for ensuring the highest standards of therapeutic, trauma informed care, safeguarding, and regulatory compliance, supporting the team to create a safe, stable, and nurturing home environment.

Hours of Work

The Rota is designed to provide the best possible support to the young people. As a Registered Manager you will be required to work 40 hours per week Monday to Friday 9am to 5pm. Depending on the needs of the young people you may be required to be more flexible within your working hours whether that be working early mornings, evenings or weekends.

- **Attendance:** This is a vital component as service delivery depends on this. If there are areas of concern regarding non-attendance it could ultimately lead to the instigation of capability or conduct procedures. Attending Training is also vital to deliver high standards within the home
- **On-Call:** As a Registered manager you are expected to commit to the on-call system in place to support the home.

Key Responsibilities

Leadership & Operational Management

- Provide strong, child centred leadership to a multidisciplinary care team in line with the home's ethos and values that promotes the welfare of children.
- Ensure the home runs smoothly and effectively in accordance with the Children's Homes Regulations (2015) and Quality Standards.
- Be accountable for the development, implementation and regular review of the home's Statement of Purpose.
- Develop and maintain operational policies and procedures in accordance with current legislation and best practices.
- Develop and maintain a positive, supportive working environment for staff and young people.
- Responsible for the Health and Safety requirements of the home and therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and carry out relevant risk assessments of unsafe practices and conditions that present a safety risk, reporting these to the Directors as necessary.
- Any other such duties as may be required from time to time by senior managers.

Support for Children with EBD

- To have oversight and lead on the assessment and admission of all new children and young people into the children's home.
- Oversee care plans, risk assessments and behaviour management strategies tailored to children with emotional and behavioural challenges.
- Ensure individual care plans are created, monitored and reviewed in collaboration with children, social workers, parents and other professionals.
- Champion a trauma informed approach and therapeutic practices to build emotional resilience and improve outcomes.
- Monitor the emotional, physical and educational development of children, ensuring their voices are heard and acted upon.
- Maintain an environment where children feel safe, valued and empowered.
- Oversee the planning and coordination of holidays, recreational outings and social activities for children and young people, ensuring all associated risk assessments are completed and adhered to.
- Ensure a consistent programme of engaging, meaningful and age appropriate activities that reflect each young person's individual interests and promote opportunities for new experiences and personal growth.
- Maintain a high standard of cleanliness and presentation within the home, ensuring it is safe, welcoming and personalised to reflect the personalities, preferences and needs of the young people residing there.
- Support young people in preparing for adulthood by facilitating personalised transition planning that promotes independence and is sensitive to each individual's readiness and needs.
- Promote the active inclusion and participation of young people in their local community, ensuring equitable access to local services, activities and opportunities available to all members of the community.

Safeguarding & Compliance

- Act as the Designated Safeguarding Lead (DSL), ensuring all staff follow robust safeguarding and child protection policies.
- Maintain full regulatory compliance and ensure the home is prepared for Ofsted inspections.
- Monitor and evaluate quality assurance measures, including monthly managers reports, Reg 44 and Reg 45 reports.
- Maintain registration with Ofsted and ensure the home achieves and sustains a minimum "Good" or "Outstanding" rating.
- Ensure a safeguarding culture is embedded and maintained within the home.

Staff Management & Development

- Recruit, train, supervise and support staff, fostering a trauma aware and empathetic culture.
- Ensure staff receive appropriate therapeutic training and professional development.
- Conduct regular supervisions and appraisals in line with organisational policy.
- To implement and oversee a continuous improvement plan, ensuring accountability and the achievement of defined outcomes.
- To ensure that staffing emergencies are covered, with the responsibility of shift cover ultimately being that of the manager.
- Ensure all staff adhere to and work within the organisations Statement of Purpose and function, philosophy of care, policies and procedures established in the organisation and the home.

Multi-Agency Working

- Liaise effectively with external stakeholders including Local Authorities, schools, health professionals, and Ofsted inspectors.
- Advocate effectively for the needs and rights of children placed at the home.

Financial & Administrative Oversight

- Manage the home's budget, resources and staffing levels efficiently.
- Ensure accurate and timely record keeping and compliance with GDPR and data protection regulations.
- Report on the home's performance to the Responsible Individual and Directors.

Equal Opportunities:

Oak children's care supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, heritage, nationality, ethnic or national origin, gender, marital status, disability, sexual orientation, religion or belief and age.

You are expected to comply at all times to the Companies Equal Opportunities Policy and Guidance to Equality document.

The above job description forms part of your Main Terms and Conditions of Employment. The Company reserves the right to vary duties and responsibilities at any time.

Essential Requirements

- NVQ Level 5 Leadership and Management for Residential Childcare or Equivalent.
- Minimum 2 years' experience as a Registered Manager or Deputy in a children's residential home.
- Proven track record working with children and young people with EBD, trauma, and complex behaviours.
- In depth knowledge of the Children's Homes (England) Regulations 2015 and Ofsted Inspection Framework.
- Clear enhanced DBS check and full UK driving licence.
- Strong leadership, communication and interpersonal skills.
- Ability to work flexibly, including participating in the on-call rota.

Desirable Requirements

- Therapeutic training or experience in trauma informed care.
- Experience achieving "Good" or "Outstanding" Ofsted ratings.
- Experience supporting children with additional needs such as ASD, ADHD, or mental health issues.

How to Apply

To apply for any of our current job openings or to express your interest in joining our team, please send your CV and cover letter to hire@oakchildrenscare.co.uk

Join us at Oak Children's Care and be part of a team dedicated to providing exceptional care and support to those who need it most. Your career in care starts here!