



Catholic Care

Caritas Leeds

Care

Community

Compassion

Dignity

Equality

Justice

Job Specification

Children's Home Registered Manager

June 2024

Welcome



Carol Hill
Director,
Catholic Care

Thank you for your interest in joining Catholic Care. This is an exciting opportunity to join a passionate and values-driven charity with a rich history and vibrant future, making a real difference to people in need across Yorkshire.

In this brochure you will find information about our charity, how we value our employees and the work we do, as well as details of the role you are interested in, and how to submit your application.

Catholic Care's aim is to support, through practical services, anyone disadvantaged in Yorkshire, regardless of their faith. As a result of the way our charity has developed over the past 160 years, we today offer a wide range of regulated services and a growing number of other provisions in the community.

I believe we are still operating – and indeed expanding – after such a long time because we respond flexibly and creatively to not only the needs of people today but also to the needs of tomorrow. We are underpinned by our Values, rooted in Catholic Social Teaching, which give us an inspiring vision of how Society can be better for all. It is testimony to our success that in 2023 the Bishop of Leeds entrusted Catholic Care with the role of 'Caritas agency' in the Diocese, co-ordinating the Church's practical outreach to the marginalised.

We are a medium-sized charity operating with an annual turnover of £5.5 million. We are highly efficient, spending 99% of our income directly on caring for those in need. Being medium-sized means we have good infrastructure in place for the support and development of our staff and volunteers, whilst retaining a family feel that values individuals and has a person-centred approach.

I hope you will consider joining and enriching our team. Please do get in touch if you have anything you would like to discuss. We look forward to hearing from you.



Registered in England and Wales
Company No. 1633737
Registered Charity No. 513063



What Catholic Care Does

Our charity was founded in 1863 to care for children and grew in response to the social challenges resulting from the Industrial Revolution.

Over 160 years later, some 200 staff and volunteers continue reaching out to those in need through a diverse range of services, including:

- Children's Residential Care Service
- Schools, Children and Family Wellbeing Service
- Adult Learning Disability Service
- Older People's Services including Extra Care
- Mental Health Supported Living Service
- Community Projects including a baby bank, older people's social groups, counselling, community market foodbank, refugee support, and coaching

We were founded and continue to be run on Christian values. We provide services for, and employ, people of all faiths or no faith at all.

Our Mission

To offer practical services and support to anyone who is disadvantaged, vulnerable, or marginalised.

Our Values

Our values are what drive everything we do. They help us to make decisions about what we do, how we do it, and who we do it for.

Our values

Community

We believe in encouraging individuals to value each other and by empowering people to take action together for the common good.

As a result, we aim to establish a sense of community and 'family' that promotes feelings of belonging and self-worth.

Equality

As an organisation that celebrates diversity and values relationships built upon mutual respect, we strive to offer inclusive services, without discrimination.

This means that anyone in need can access our services and everyone is guaranteed a warm welcome.

Care

We aim to deliver the highest standards of care to anyone who is disadvantaged, vulnerable or marginalised, regardless of their faith.

By making their interests our priority, we seek to enrich their lives, meet their needs and support their independence.

Compassion

We offer understanding and empathy and work in partnership to improve the physical, spiritual and emotional well-being of the people we encounter.

Dignity

Each and every person has the right to enjoy freedom, choice and respect.

We take care to create services that reflect people's preferences and respect their privacy and dignity at all times. So they each receive the personalised support that they need to enjoy rich and independent lives.

Justice

We aim to be fair and just in all our dealings with people, from those using our services every day, to our employees and volunteers.

We also believe in open and honest working practices and aim to make a positive difference to those around us.



Working With Catholic Care



Where We Work

Catholic Care's Head Office is in Headingley, Leeds. However, our work spans across the Catholic Diocese of Leeds which includes most of West Yorkshire and parts of North Yorkshire.

Some of our staff and volunteers work at a specific site or sites.



When We Work

Because of the diverse range of services offered by Catholic Care, employees' working hours vary considerably. Some of our teams allow for non-standard hours or part-time employment. Where appropriate, we consider requests for flexible work patterns, including term-time only.



Equality, Diversity, and Inclusion

Catholic Care is an Equal Opportunities employer and, in compliance with equality legislation, we will not discriminate on any grounds, particularly age, gender, gender re-assignment, race, religion, sexuality, disability or cultural or ethnic background. We encourage applicants from diverse backgrounds, communities, and identities, including those under-represented in the Charity. Our [Equality and Diversity Policy](#) can be found on our website. Whilst we are a Catholic-Christian charity, we provide services to people of all faiths and none, and also employ people of all faiths or of no faith at all. To help us monitor the effectiveness of our recruitment we may ask you to complete a diversity and equality questionnaire; data is completely anonymous, is stored confidentially by our HR Department, and will not be seen by any Selection Panel.



Safer Recruitment

Catholic Care is committed to the highest standards of Safeguarding the wellbeing of our staff, volunteers, and those we offer services to. Depending on the role applied for, you may be required to undergo a criminal records check. Our [Safe Recruitment and Selection Policy](#) can be found on our website.

Benefits of Working for Catholic Care

Working Culture

- A welcoming and supportive workplace
- A variety of flexible contracts to help you balance your work and home life
- Comprehensive induction programme
- Learning and professional development opportunities
- Regular supervision
- Staff forums and support groups
- Be part of a team making a real difference to people's lives

Money

- A competitive salary that is reviewed annually
- Workplace Pension: Catholic Care makes up to an 8% contribution
- Sickness Pay
- Death-in-Service Benefit (life insurance cover)
- Interest-free loans
- Employee Referral Bonus Scheme

Annual Leave

- Generous annual leave allowance starting at 26 days rising to a maximum 31 days (full-time staff), plus Bank Holidays and discretionary days
- An extra 3 days' leave after 5 years' service

Health and lifestyle

- Health Cash Plan
- Cycle to Work Scheme to help you buy a bike
- Eye tests and contribution to glasses needed for your job
- Confidential counselling service

We are proud to be recognised as

- Investors in People
- a Mindful Employer

How to Apply

Check the Job Description and Person Specification

You will find these at the end of this brochure. Please be aware of these criteria when completing the application form, and note any specific information that might be required for certain posts. We strongly recommend you look at Catholic Care's website and social media before starting the application form to grow your awareness of the Charity.

Complete the Application Form

Our application form is an interactive PDF document that allows users to enter text in form fields without the need for PDF-editing software. You can download the application form from the [jobs section of our website](#), and then submit the form through the website, via email, or by post.

Requirements

You will require an existing right to work in the UK for us to progress your application. At the present time Catholic Care does not offer sponsorship to applicants from outside the UK.

You may be asked to provide: proof of your identity; a declaration about any unspent criminal convictions; a statement of any specific access, support, or health needs you have.

If the post you are applying for requires letters of reference, we will not approach referees until you have been provisionally offered employment.

You may be asked to complete a voluntary diversity and equality questionnaire to help us monitor the effectiveness of our recruitment.

Any Questions?

If you have any questions about completing the application form or the recruitment process, please contact the HR Team:

recruitment@catholic-care.org.uk

Tel: 0113 3885400

Human Resources Team

Catholic Care, 11 North Grange Road, Headingley, Leeds, LS6 2BR

Job Description

Post:	Children's Home Registered Manager
Salary:	SP36 – 40 £44,428 - £48,474 (depending on qualifications and experience)
Line Manager:	Children's Services Senior Manager
Job Purpose:	
<ul style="list-style-type: none"> The role of a Registered Manager is the person with overall responsibility for day to day management of the Children's Home and is accountable for the delivery of a high-quality service provision, incorporating care, welfare, safety and security of all children in their care in order for them to feel safe and at home. To support and manage a team of staff who will provide protection and support to the children with their physical, psychological, emotional & social development in order to promote child centred care and personal fulfilment To be responsible for and to oversee the implementation of standards as required by OFSTED 	
Key Responsibilities:	
Setting up the Children's Home	<ul style="list-style-type: none"> Complete the registration process with OFSTED including the completion of SC1 and the provision of documents required including references and checks that address your previous 5 years employment that will meet the criteria of <ol style="list-style-type: none"> Care Standards Act 2000 The Care Standards Act 2000 (Registration)(England) Regulations 2010 The Children's Homes (England) Regulations 2015 Work with the Head of Care and Senior Manager to complete the Statement of Purpose, children's guide and policies for the home that reflect the culture and ethos we aim to create to support children and staff. Ensure the children's home has appropriate facilities and that it is furnished to a living standard of a family-style that is a comfortable and safe environment, and that there are adequate places for an office and staff sleeping arrangements. Work with the Head of Care, Senior Manager and Human Resources to ensure that the recruitment of staff follows Safer recruitment guidance and that practice is suitable to work with children to create a safe and positive environment whilst making a commitment to keep children safe from harm.
Regulatory	<ul style="list-style-type: none"> To ensure that the Children's Home provision meets with required inspection standards under OFSTED, and is

	<p>delivered in accordance with the Children’s Homes Regulations in addition to being compliant with any new policy and/or guidance which may come into force.</p> <ul style="list-style-type: none"> • To manage and co-ordinate the operational needs for the home. • To be responsible for ensuring health and safety guidance, policies and procedures are followed by all staff at all times. • To be responsible for ensuring that each staff member completes all mandatory courses and to ensure that other relevant training is undertaken as pertinent to the needs of the home and to meet organisational and legislative requirements. • To ensure that policies and procedures are adhered to and that required records are kept such that a complete audit trail can be evidenced
<p>Children and Young People</p>	<ul style="list-style-type: none"> • To ensure positive outcomes are achieved through the delivery of high-quality support. • To be responsible for ensuring that all children and young people have a comprehensive and detailed Child Centred Plan that is regularly reviewed and updated as necessary. • To ensure that all children and young people are suitably included and consulted in anything and everything to do with their daily living. • To facilitate a safe, homely, welcoming environment for children and young people and to immediately address anything that may be detrimental to this. • To ensure that stringent safeguarding procedures are followed regarding children and possessions and money
<p>Staff Management</p>	<ul style="list-style-type: none"> • To lead a team providing personalised support to children and young people, in line with Catholic Cares Policies and Procedures. • To ensure that rotas are in place that meet the contracted support hours for each individual child. • To plan and facilitate regular staff meetings that are minuted, encourage staff participation, and follow through with required actions. • To plan and implement regular staff supervision, performance management and to provide coaching and mentoring. • To be involved in the recruitment and interviewing of new staff. • To ensure that robust communication systems are in place so that any new information relating to a child is passed on to relevant people – such as shift plans, handovers, etc. To be responsible for ensuring this is to be done strictly in accordance with confidentiality guidelines on information sharing and on a “need to know” basis.

Charity Management	<ul style="list-style-type: none"> • To manage finance and resources within the available budgetary information and be willing to manage devolved budgets as these are developed. • To work alongside the Senior Manager, Head of Care and Director to review, monitor and plan residential services, and to work on Improvement Plans and overall strategic direction • To work in close liaison with the other managers to ensure continuity, and to promote supportive teamwork.
ADDITIONAL DUTIES	<p>It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.</p>
Other expectations	
Confidentiality	<p>It is expected that all Catholic Care employees will understand that our work is confidential, and they are likely to encounter personal information about employees and service-users, and also corporate and financial information. It is a requirement that all Catholic Care employees and volunteers, in the course of their work, treat such personal and corporate data confidentially and comply with Catholic Care's Confidentiality Policy. A failure to comply with this may result in disciplinary action. This obligation will continue indefinitely, even after termination of employment. All approaches by the media and other third parties must be referred to the Director.</p>
Values & Practice Principles	<p>The person who holds this position is expected to be familiar with, and have regard to, the Values of Catholic Care and work within that framework. They must be prepared to operate within the ethos of the Charity and ensure that people of all denominations and faiths have their spiritual needs respected.</p>
Qualifications & Experience	<p>The person appointed to this position will satisfy the criteria identified in the Person Specification.</p>
Safeguarding	<p>Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk, regardless of gender, ethnicity, disability, sexuality, or beliefs. We are committed</p>

to ensuring Safeguarding practice reflects statutory responsibility, government guidance, and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment.

All posts will be offered subject to satisfactory references and DBS Enhanced Disclosure being obtained.

Person Specification

Post: Registered Children’s Home Manager

Qualifications	Essential	Desirable
Level 5 Diploma in Leadership and management for Children’s Residential Management willingness to undertake training to achieve this	√	
NVQ level 3 or Social Work Qualification	√	
Willing to register as a manager with OFSTED	√	
Proficient numeracy/literary skills equivalent to GCSE or above in English and Math	√	
Full driving license valid for UK		√
Knowledge		
Experience of management	√	
Experience of working in residential care for children and young people	√	
Experience of working with children aged 6 to 11	√	
Experience of delivering and facilitating a Therapeutic Approach to Childcare	√	
Experience with electronic records, including from a management oversite.	√	
Experience of working with children at a senior level.	√	
Knowledge of the Children’s Homes Regulations (2015) and the Social Care Common Inspection Framework	√	
A working understanding of relevant legislation and policies, such as Children and Families Act 2014, Health and Social Care and Safeguarding.	√	
Can demonstrate knowledge and understanding of operational management within service provision	√	
Knowledge of care standards and the requirements of OFSTED	√	
Experience of providing quality assurance documentation that provides a management focus on delivering confidence that quality requirements will be fulfilled.	√	
Experience of setting up a new children’s home		√
Knowledge and understanding of the needs of children who are looked after through the impact of trauma and adverse childhood experiences and the barriers that this can present in relation to their social and emotional development.		√
Experience of working with statutory agencies to plan, prepare and support children and their families for the opportunity to achieve their forever home		√
Skills and Abilities		
Able to communicate to a high standard with a range of adults and children	√	
Able to prioritise, manage workload and delegate appropriately	√	
Excellent interpersonal skills and the ability to communicate clearly and concisely at all levels (both orally and in writing)	√	
Can demonstrate good management and decision-making skills	√	
Ability to plan and organise workload in line with individual and organisational targets	√	
Able to mentor, coach and nurture staff team	√	
Able to effectively performance manage staff using formal procedures where necessary	√	
Ability to manage conflict	√	

Ability to identify and manage risk	√	
Other Attributes		
Proficient in IT and able to use Microsoft Office packages including Word and Outlook.	√	
Willingness to work flexibly in terms of hours, including out of office hours if required	√	
Committed to own professional development.	√	
Able to work according to organisational policies and procedures	√	
Personal Qualities		
Values based approach	√	
Positive attitude towards diversity in general and specifically towards the rights, independence, inclusion and choice for children with complex needs	√	
Emotionally intelligent	√	
Solution focussed	√	
Flexible	√	
Children centred and focussed	√	
Innovative and creative	√	
Non-judgemental	√	
Able to work under pressure	√	
Committed to working in ways which challenge discrimination	√	
Motivated and enthusiastic	√	