

RESPONSIBLE INDIVIDUAL AND QUALITY ASSURANCE JOB DESCRIPTION



Summary Job Description

The Responsible Individual (RI) will act on behalf of the provider to ensure the home operates in full compliance with the Children's Homes (England) Regulations 2015 and Quality Standards and meets the needs of children with complex disabilities. The RI will provide strategic leadership, ensure regulatory and safeguarding oversight, support the Registered Managers, and drive continuous support to achieve positive outcomes for young people.

Reporting to: The Chief Executive Officer

Hours: 37.5 per week or 2.5 days (open to full or part time).

Work pattern: Office hours, Monday to Friday with on call duties to support homes and occasional evening and weekend work as required

Salary: £55,000-£65,000 FTE per annum, depending on experience.

Annual Leave: 28 days plus bank holidays

Benefits: Simply Health Plan; pension; free parking.

Location: Split between East Clandon Surrey and Liphook, Hampshire

Main responsibilities

Regulatory Compliance and Governance

- Ensure compliance with Ofsted regulations, including preparing for registration, inspections, and addressing any requirements or recommendations.
- Maintain a thorough understanding of relevant regulations, including the Children's Homes Regulations, Working Together to Safeguard Children, and Ofsted's Social Care Inspection Framework (SCCIF).
- Serve as the Responsible Individual, providing leadership and guidance to staff, and ensuring that all practices meet regulatory and legal standards.
- Oversee and support the Registered Manager to ensure the home exceeds Ofsted's expectations, with the goal of achieving "Outstanding" inspection outcomes in all homes.
- Develop a clear plan to achieve Outstanding for all new homes.
- Develop and maintain policies and procedures in accordance with current legislation and best practices.
- Regularly audit the home to ensure compliance, effective staffing, complaint resolution, placement suitability and measurable outcomes for young people.
- Manage budgets, resources, and staff schedules to ensure efficient and effective operation of the home.
- Liaise with external agencies, parents, and stakeholders to ensure cohesive and collaborative care plans.
- Ensure Reg 44 inspectors are effective across all homes.
- Monitor and evaluate the quality of care provided, implementing improvements where necessary.
- Produce regular reports for Trustees on quality of care, occupancy, LA relationships, referrals, outcomes, staffing and future plans.

Strategic Oversight and Quality Assurance

- Monitor and evaluate the performance of the service through regular governance visits, audits, reviews of managers' monthly reports, Regulation 44 reports and consultation with staff and young people.
- Develop and drive the implementation of strategic plans for service development and continuous improvement.
- Manage capital projects within the homes
- Provide constructive challenge, guidance and oversight to the Registered Manager and leadership team.
- Ensure that occupancy targets are met in line with budgets.
- Lead on tenders for block contracts and spot purchases.
- Widen local authority placements to ensure the homes are not reliant on one authority to reduce financial risk.
- Ensure homes are maintained to a high standard
- Support Charities 5 year growth plan

Leadership and staff support

- Collaborating closely with the Registered Manager and providing direct reports to the CEO.
- Ensure that the Registered Manager and Deputies are appropriately supported, supervised, and developed in their role.
- Promote a positive organisational culture based on safeguarding, including volunteers.
- Widen volunteers within the homes to reduce staffing spend and enhance quality of care.
- Support the recruitment, training and development of the staff team, ensuring high quality care and compliance with safer recruitment standards.

Safeguarding and Risk Management

- Take lead accountability for safeguarding across the service, ensuring policies and procedures are robust, understood and followed at all levels.
- Ensure that safeguarding concerns are appropriately reported, investigated and responded to in line with best practices and statutory guidance.
- Promote and oversee the delivery of care that reduces risk and supports young people to thrive.

Young Person and family Focused Outcomes

- Ensure the home operates in a way that places the wellbeing, voice and aspirations of the child at the heart of decision making.
- Ensure the charities ethos of Child First Disability Second is embedded within homes
- Ensure the child's voice is captured throughout their relevant plans.
- Ensure that care plans are focused on outcomes, independence, emotional development and successful transitions into adulthood.
- Deliver a range of parent/carer and family activities throughout the year to support wellbeing and a holistic approach to creating positive family outcomes

Person Specification

Experience - essential

- Previous experience as a Responsible Individual or able to demonstrate evidence to pass Suitability Interview.
- Significant senior leadership experience in children's residential care.
- Thorough understanding of safeguarding and child protection.
- Proven ability to meet regulatory requirements and engage positively with Ofsted.
- Experience in quality assurance, service development and staff management.
- Clear enhanced DBS check and full UK driving licence.

- Experience working with physical, learning and sensory disabilities.
- Truly a person-centred individual

Experience - desirable

- Previous experience as a Registered Manager or RI achieving Outstanding.
- Experience in growing or developing new services.
- Familiarity with dual-site oversight or governance within children's social care.

Skills and knowledge

- Strong leadership and interpersonal skills.
- Excellent verbal and written communication, problem solving, and analytical abilities.
- Ability to maintain confidentiality and resolve conflicts fairly.
- Skilled in use of Office, PowerPoint, and Excel.
- Ability to work autonomously, take initiative and make decisions.
- Commitment to Cherry Trees' core values and strategic direction.

Attendance and training - essential

- Regular engagement and presence are essential in maintaining oversight and supporting the Registered Managers in ensuring the home operates effectively.
- Completion of relevant training is essential to uphold compliance, promote best practice and support ongoing development.

Qualifications

- NVQ Level 5 Leadership and Management for Residential Childcare or Equivalent.
- Management qualification.
- Evidence of continued professional development relevant to the role purpose and level.

To apply for this role, please visit our website: [Join our team | Cherry Trees](#)