



# Role Profile

## RESIDENTIAL CHILD CARE MANAGER

Reference No.	SS1327	Type	Individual
Service	Children and Families		
Job Family	Care 7	Grade	FC8

### Purpose

To manage a staff group within the Residential Child Care Service, providing full-time or respite accommodation for children and young people. This will include the welfare of the residents, management of staff, financial arrangements and the fabric of the building. Be responsible for all day to day aspects of the running of the house and make decisions in his/her own right.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Undertaking a range of management tasks, providing leadership to staff and oversee and participate in a range of care tasks.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

Significant experience of working in residential child care

✓

To ensure you achieve registration with SSSC as a **Manager of a Residential Child Care Service** within 6 months of starting in a new role, you must apply to register within 3 months of your start date.

✓

To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role. For this role, you must have a practice qualification and hold or be willing to achieve a manager qualification. The main qualifications are detailed below:

# Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	<p><b>Practice</b> - Must hold SVQ Social Services (Children and Young People) SCQF Level 9</p> <p><b>Management</b> - Any award in management that is certificated at or above SCQF Level 8 (min 60 credits) and mapped against the National Occupational Standards: Leadership and Management for Care Services SCQF 10 or SVQ Care Services Leadership and Management SCQF Level 10</p> <p>The benchmark qualifications are listed here:  <a href="https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/">https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/</a></p> <p>In some establishments, you may also be required to register with SSSC as a Manager in a Housing Support service. Your manager will confirm.</p> <p>If you do not currently hold a benchmark qualification, your registration will be granted subject to the condition that you achieve the required qualification within your first period of registration.</p> <p>Knowledge of legislation</p>	<p>✓</p>	
Setting and maintaining standards of care for the children and young people.	Knowledge of good child care practice	<p>✓</p>	
Managing and leading a team of staff, in conjunction with the Team Manager.	Supervising skills  Leadership skills	<p>✓</p>  <p>✓</p>	

E = Essential Criteria    D = Desirable Criteria

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	Team building skills		✓
	Knowledge of the concept of keyworker role		✓
Providing regular support and supervision to staff, both in formal and informal settings. Fife Council policy and procedure should be followed in relation to formal supervision.	Experience in supervising staff/students	✓	
	Stress management skills		✓
Identifying staff development needs and providing an input to in-service training, in conjunction with each staff member maintaining a yearly development plan.			
Monitoring, evaluating and maintaining systems, to meet children and young people's needs.	Experience of disability agendas		✓
	Assessment skills	✓	
	Experience of GIRFEC principles and practice	✓	
	Anti-discriminatory value base	✓	
Ensuring policy procedures and guidelines are implemented and inform working practice.	Experience of participating and undertaking training to manage difficult and challenging behaviour	✓	
	Moving and handling skills		✓
	Knowledge to promote a safe and caring working environment	✓	
Promoting effective working relationships between staff through positive and constructive communication.	Professional approach taken at all times	✓	
Managing the day to day finance aspects of the house, keeping an overview of the service expenditure of your allocated houses.	Budgetary skills	✓	
Ensuring children and young people are provided with appropriate opportunities to socialise and have fun along with promoting a child	Child centred approach	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
centred approach, which puts the child at the centre of all of our working practices.	Group work skills  Team working approach  Experience of participating in activities	  ✓  ✓	✓
Liaising with, and responding to, issues in relation to Care Inspectorate and SSSC.	Work with minimal support  Decision-making skills  Experience of learning through being an experienced reflective practitioner  Initiative taking skills	✓  ✓  ✓  ✓	     
Contributing to maintaining quality systems that ensure a high standard of care and supporting children and young people, maximising staff availability is present at peak times such as holidays.	Ability to provide a regular and effective service	✓	
Contributing to care planning and reviewing children and young people, supporting staff to gain skills and confidence to attend such forums.	Literacy skills  Experience of working with parents, social workers and other professionals  Experience of developing care plans and action plans  Knowledge of confidentiality/boundaries	✓  ✓  ✓  ✓	
Maintaining attendance management systems and following all appropriate monitoring tools to maintain a high level of attendance of your staff members.	Administrative skills	✓	
Promoting the physical tasks, for example cleaning, cooking and participating in various activities, promoting a homely environment.	Assertiveness skills  Flexibility of approach	  	✓  ✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	Knowledge of Health & Safety		✓
Ensuring other professional duties are carried out, e.g. record keeping, report writing, risk assessments, and care plans are regularly updated, attendance at various meetings.	Professional skills	✓	
	Ability to travel within Fife as required	✓	
	Multi-disciplinary approach		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>