

## Registered Manager

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**Department:** CYPES  
**Section:** Mont A L'Abbe  
**Reports to:** Deputy Headteacher  
**JE Ref:** CYP1232

**Grade: CS10**

**JE Date:** 12/08/2024

### Job purpose

To direct the day to day management of the home/centre/School, providing professional leadership for their team; ensuring the delivery of safe, effective and personalised services for learners/residents through assessment, person centered planning and regular outcome focused reviews.

### Job specific outcomes

Lead a team of people to undertake their duties in an effective manner in order to meet the requirements of statutory, organizational and professional standards.

Supervise the development and implementation of personal plans, which respect the wishes, lifestyle and preferences of learners/residents to ensuring respect for the dignity choice of the individual without infringing on independence and privacy.

Provide information, advice and support to learners/residents and their families/carers in order to support informed choice regarding care delivery, whilst ensuring that there are effective strategies in order to obtain feedback on a regular basis.

Take responsibility for maintaining a safe environment. Promote individual responsibilities in relation to Health and Safety in order to meet the standards and regulation requirements and act upon recommendations.

Maintain high quality services through partnership working with multi agencies, in order to achieve the best outcomes for learners and residents.

Manage budgets in order to ensure cost effective and efficient use of resources.

Maintain accurate records in line with departmental policies and procedures and requirements of the Jersey Care Commission, which can be produced for inspection.

Manage staffing resources through recruitment and retention to ensure we have suitable experienced and qualified staff that meet the needs of department.

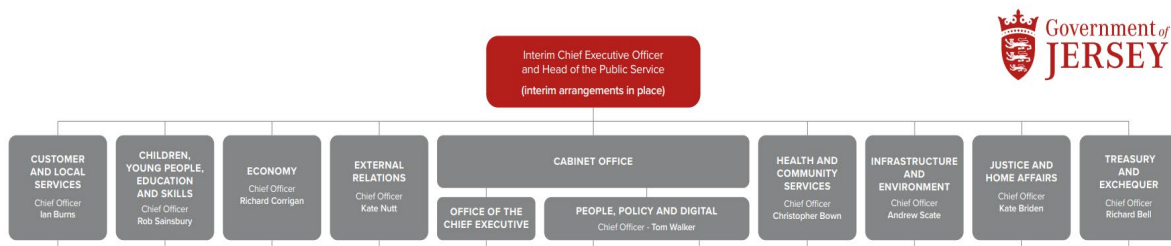
To oversee the development, monitoring and review of risk assessments and risk management plans which are accessible to all staff, and develop systems for demonstrating implementation and compliance.

Accountable for ensuring statutory responsibilities are adhered to, and regulatory activities are delivered by the team within the scope of the regulations.

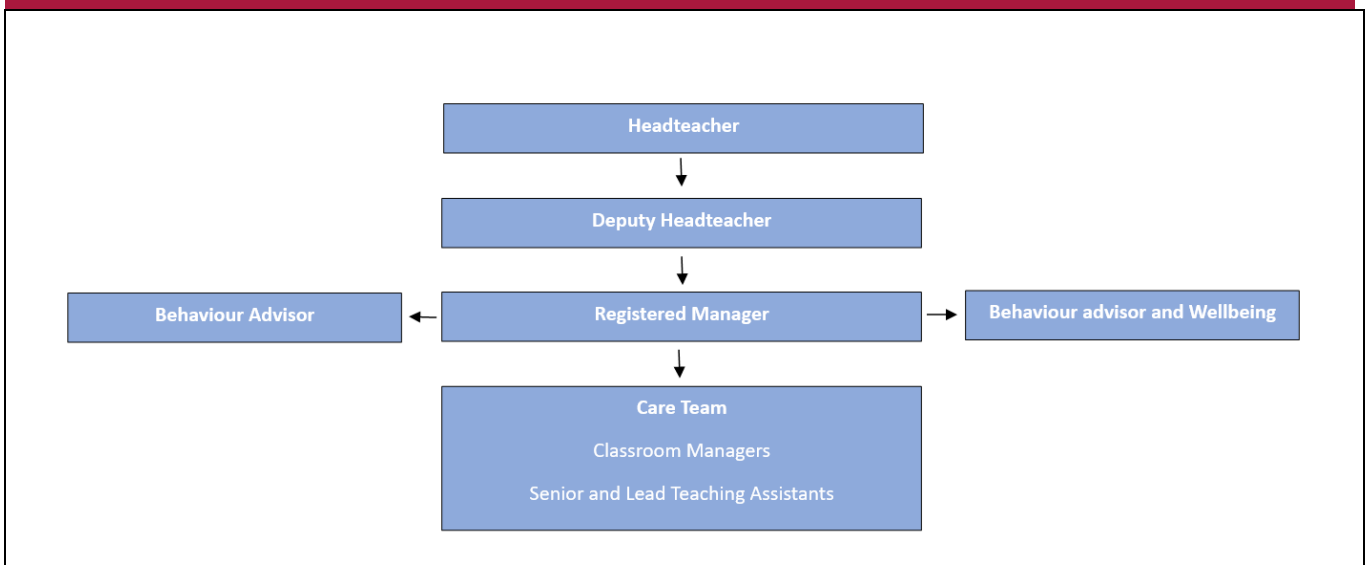
### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure



### Organisation chart



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Bachelor degree in Nursing /social work– or equivalent.	Either a Level 5 Leadership and Management qualification or subsequent registration for qualification post-employment to qualify as a registered manager and register with the Jersey Care Commission.
<b>Knowledge</b>	<p>In depth knowledge of Regulation of care law 2014 and standards for practice, or equivalent knowledge gained working within another jurisdiction.</p> <p>Principles of person centered care.</p> <p>Experience and knowledge of risk assessment and risk management within Health &amp; Social Care.</p> <p>Experience and knowledge of Care planning and reviewing processes within Health &amp; Social Care.</p> <p>A good understanding of children's safeguarding issues and management of risk when looking after vulnerable young people.</p>	<p>Quality assurance systems.</p> <p>Local and national policy in relation to area of SEND.</p> <p>Budgetary management</p>
<b>Technical / Work-based Skills</b>		Driving license with access to own vehicle.

		<p>Health and Safety at work and in a care setting knowledge.</p> <p>Safeguarding certificated.</p>
<b>General Skills/Attributes</b>	<p>Excellent written and verbal communication skills.</p> <p>Emotional resilience.</p> <p>Experience in leading and managing change.</p> <p>Ability to delegate.</p> <p>A commitment to the ethos of Positive behavioural support to improve the quality of life of young people and their families.</p> <p>Proven IT skills, which include word and excel.</p>	
<b>Experience</b>	<p>Proven experience in a care environment within SEND specialism.</p> <p>Supervisory or management experience.</p> <p>Working as part of a multi disciplinary/ multi agency team.</p>	<p>Developing and monitoring systems of care.</p> <p>Supervision/ PRA and delivery of training e.g. QCF assessor.</p> <p>Organising and coordinating delivery of services.</p> <p>Experience of working in a therapeutic way with individuals with Learning Difficulties.</p>

## Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.