

Job Description

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| Post Title: | Children's Standards Champion |
| Section: | Operations |
| Reports to: | Operations Director |
| Responsible for: | Safeguarding, Evidencing exceptional Outcomes for Children & Young People across the organisation |
| Salary: | |
| Car User Status | |

Purpose of Job

Across a defined number of children's residential services the post holder will operate as one of two organisation quality assurance Children's Standards Champions, ensuring that children's residential services are delivered in compliance with regulations and to the highest of standards; ensuring that positive outcomes for children and young people are pivotal to the delivery of those services.

The post holder will ensure that monitoring and reporting systems are in place which provide for the evaluation and promotion of the high quality application of Children's Standards and Regulations; be accountable for the continuous improvement of services which contribute to the achievement of the organisational aims.

This post will be responsible for ensuring that all staff have their personal training and professional development through the line management of a Training Coordinator.

The post holder will be a member (and work closely with) of the Senior Management Team (SMT)

The post holder will report directly to the Operations Director.

Main Responsibilities and Key Results Areas

- To act as Registered Person for Ofsted purposes for a number of children's homes
- Maintain a working knowledge of legislation, regulations, and codes of practice and ensure these are adhered to across all operational services
- In partnership with the 2nd Children's Standards Champion colleague, design and deliver a reporting format for Pre Inspection Audits of northern^{care}'s registered children homes
- Routinely undertake Pre Ofsted Inspection Audits, reporting on internal and external issues; identifying any areas of need or concern' making recommendations for improvement, and highlighting any safeguarding concerns. Deliver written evidence of the Pre Inspection Audit to Operational and Service Managers. Then develop action plans working closely with the Operational Service Managers to ensure that all homes are providing practice that is Outstanding.
- Ensure that within registered children's homes, care and management practices are compliant with standards, regulations, policies and procedures, ensuring that effective and appropriate systems are in place which support and guide staff in the delivery of their day to day work.

Job Description

- Ensure that there are systems, structures and processes in place which guarantee that children and young people are aware of, and have appropriate access to information and services.
- Keep abreast of all Ofsted inspection reports and in partnership with Operational Managers design improvement programmes, processes, systems and or structures to raise the standards of service, ensuring Service Managers are kept informed.
- To be responsible for developing and implementing a system of ensuring the information flow between northern**care** and Ofsted is coordinated, dealt with in a timely fashion and held centrally.
- To be responsible and assist Operational Managers in the writing of Action plans in response to requirements as set out within Ofsted Inspections; ensuring copies of all action plans are submitted to the Service Manager and to head office personnel for archiving. All such plans should be in same format and in the corporate style.
- To ensure that all action plans developed are systematically reviewed and followed up, ensuring that all actions' are completed in a timely fashion.
- Liaise with the Service Manager to ensure that a two way reporting system is in place which ensures the Service Manager can also monitor the application of any actions required in response to Pre Inspection Audits and Ofsted Inspections.
- To promote children's participation across the homes and liaise with the Participation and Projects manager where there are examples of good practice or concerns relating to children's participation.
- Ensure systems are in place which ensures that any Safeguarding or Child protection concerns which are highlighted as a result of Pre Inspection Audits are brought to the attention of the Service Manager immediately.
- In partnership with Childrens Standards Champion colleague, design and create an Information Sharing Network which will facilitate the dissemination of good practice initiatives, promoting continuous improvement which will aid the development of all northern**care**'s residential services.
- Ensure children's complaints have been acted upon appropriately and within required timescale, make recommendation to the Service Manager where an internal independent response officer may be required to scrutinise complaints, concerns and or representations that have not been resolved to the child's satisfaction.
- In partnership with Childrens Standards Champion colleague, improve the design and deliver a Regulation 33 feedback report. Analyse regulation 33 reports to ascertain the quality of the reporting, whether visits have been undertaken inline with regulations and northern**care** policy and procedures; determine whether actions that have been identified have been acted upon. Submit the analysis to the Service Manager. On a monthly basis provide a written report on the overall analysis of the findings to the Operations Director.
- In partnership with Childrens Standards Champion colleague, improve the design and analysis report of Pre Inspection Audits. The analysis should be delivered to the Operations Director; the report should be delivered on a quarterly basis outlining the outcome of Pre Inspection visits detailing recommendations made.
- Ensure any concern or issues regarding safeguarding, or child protection is brought to the attention of the relevant Service Manager and the Operations Director as a matter of urgency. Invoke consultation with LADO or make direct referral to LSCB if appropriate.
- Ensure that services are compliant with the Statement of Purpose and Function (SOP) and in partnership with the Registered Manager ensure that the SOP is updated in line with legislation, children's regulations, staffing updates and organisational or service change. Ensure that that there is evidence on the SOP that it has been reviewed annually. Create a system which ensures that

Job Description

updated copies of SOP's are submitted to headoffice personal for archiving.

Additional Requirements:

Represent the organisation in a professional manner at all times

Maintain professional development and knowledge.

Participate in training activities to meet the changing demands of the job or service.

Be part of northern**care's** Senior Management Team and attend Senior Management Meetings.

Attend Cluster Meetings in own area of responsibility.

Meet with Operations Director as and when required

When requested provide relevant information and or reports for the organisation: example, Operations Director, Marketing, PQQs, Tenders (submissions to LAs). This list is not exhaustive.

Please Note-

The post holder will be expected to continuously develop in their role. It is in the nature of the work of northern**care** that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken but which will be within their level of responsibility. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the staff member's job, it will be included in the job description in consultation with the member of staff. The post holder will be expected to continually develop in her/his role.

It is the responsibility of the post holder to comply with Health & Safety and Equal Opportunities requirements at all times.

Place in Organisation

