

# Recruitment pack: Registered Manager





# About Steps for Tomorrow

Blossom Keep is part of the Steps for Tomorrow model, a distinctive approach to residential childcare built on safety, stability and strong therapeutic relationships.

Our homes are designed to feel calm, welcoming and genuinely homely. The aim is to create environments where children feel safe, valued and able to relax, while also benefiting from the structure and consistency needed to grow and develop. Staff work alongside children in everyday life – supporting routines, celebrating achievements and helping them navigate challenges with patience, care and understanding.

Blossom Keep provides a nurturing home for two children. It is a fun, structured and supportive environment where children are encouraged to build confidence, develop trusting relationships and take positive steps forward in education, wellbeing, independence and relationships.

## Our Model of Care

Steps for Tomorrow is a trauma-informed, relationship-based model of care. It recognises that many children who come into care have experienced disruption, loss or trauma, and focuses on creating safe, stable homes where children can rebuild trust and develop confidence for the future.

Children are supported through steady, meaningful steps towards safety, healing and positive futures. This includes:

- building strong, trusting relationships with consistent adults
- responding to behaviour through a trauma-informed and reflective approach
- working closely with families, schools and professionals
- supporting children's emotional wellbeing, identity and voice
- maintaining high expectations for development, wellbeing and achievement

Steps for Tomorrow provides a consistent framework across homes, ensuring children experience nurturing, structured and child-centred environments where they can feel safe, valued and hopeful about the future.

# Our Values

Kindness

Dignity

Compassion

Integrity

Empowerment

Collaboration



# Registered Manager

*Lead an exceptional home. Shape an extraordinary future.*

Salary: £48,031 – £52,284 plus pension and many other benefits.

Full time, 37 Hours per week

Location: Blossom Keep, Keighley

Interview date: TBC

Some Registered Manager roles are about turning services around.

**This one isn't.**

You will be joining a small, established children's home with a committed team, strong foundations and a culture centred around giving children the stability, relationships and opportunities they need to flourish.

We are incredibly proud of what has been created at our Keighley home. Now we're looking for an exceptional Registered Manager who can protect what makes it special while bringing their own leadership and ambition to its next chapter.

At Catholic Care, we believe children move through life, not services.

That belief sits at the heart of Steps for Tomorrow, our approach to children's residential care.

Our homes are intentionally small because we want children to experience something that genuinely feels like home.

A place where they are known.

Where relationships matter.

Where adults are consistent.

Where difficult days don't define them.

And where everyone remains ambitious for their future.





## The Opportunity

You won't be expected to change things simply to make your mark.

We want someone curious enough to understand what already works, confident enough to challenge what could be better and emotionally intelligent enough to bring people with them.

You'll have the autonomy to lead, alongside the support and challenge of an organisation deeply committed to children's residential care.

Of course, excellent safeguarding, regulatory practice and strong leadership matter. But compliance is the foundation. It isn't the ambition.

The question we want you to keep asking is:

What difference are we actually making to this child's life?

## The Leader we're looking for:

We're looking for someone who leads with both their head and their heart.

A visible, thoughtful and calm leader who builds strong relationships, holds high expectations and develops people rather than simply managing them.

Someone who understands that the culture of a children's home isn't created by policies alone. It's created in the hundreds of small interactions, decisions and moments that happen every day.

You could be an experienced Registered Manager looking for greater influence or a strong Deputy ready to take the next step.

What matters is your ability to lead an excellent children's home while remaining curious, reflective and ambitious about what could be even better.

## What success looks like:

Success won't simply be an Ofsted judgement.

It's children feeling that they belong and having adults around them whom they trust.

It's achievements being noticed and progress being celebrated.

It's a team that feels proud of its home and understands the difference it makes.

It's families and professionals having confidence in us.

And it's a home that keeps learning rather than becoming satisfied with simply being good enough.



## Why Catholic Care?

If you are looking for a role where you can lead, grow, and make a genuine difference, we would love to hear from you. Catholic Care has supported children, adults and families across Yorkshire for more than 160 years.

Our Tomorrow Strategy is built around a simple principle:  
People move through life, not services.

As one of our Registered Managers, you'll have the autonomy to lead your home while being part of an experienced leadership team that will support, challenge and invest in you.

We want our leaders to think, question, innovate and grow.

Because when our leaders flourish, our teams flourish — and when our teams flourish, children do too.

## Ready for the next chapter?

If you're looking for a Registered Manager role with strong foundations and the freedom and ambition to build on them, we'd love to hear from you.

Come and help us build tomorrow around the children who deserve it most.



## Registered Manager

|                        |                                                  |
|------------------------|--------------------------------------------------|
| <b>Service:</b>        | <b>Children &amp; Young People's Residential</b> |
| <b>Responsible to:</b> | <b>Senior Manager, Head of Services</b>          |
| <b>Accountable to:</b> | <b>Responsible Individual</b>                    |

## Purpose of the Role

At Steps for Tomorrow, we believe that children move through life, not services. Our homes are designed to provide stability, nurture and therapeutic support for children who have experienced trauma, whilst maintaining a clear focus on permanence, positive futures and meaningful outcomes.

The Registered Manager will be responsible for creating and leading a warm, aspirational and high performing home where children feel safe, valued and able to thrive. This role is about far more than regulatory compliance; it is about creating culture, developing people and building a service that delivers exceptional experiences for children.

### Strategic Context:

Steps for Tomorrow forms part of Catholic Care's Tomorrow Strategy. The Registered Manager will contribute to the strategic pillars of People & Culture, Quality & Growth, Property & Pounds, and Community & Impact. The successful candidate will help shape the future development of our children's residential services and support the growth of additional homes.

## KEY RESPONSIBILITIES

- Hold overall responsibility for the day to day leadership, management and development of the home.
- Ensure the home delivers outstanding, child centred and trauma informed care.
- Lead safeguarding practice and create a culture where children feel safe, heard and respected.
- Recruit, induct, mentor and develop a values led workforce.
- Support the recruitment and development of Deputy Managers and future leaders.
- Work alongside senior leaders to establish, furnish and prepare new homes.
- Create a warm, nurturing and aspirational environment for children.
- Ensure compliance with the Children's Homes Regulations, Quality Standards and Ofsted requirements.
- Drive continuous improvement and quality assurance activity.
- Build effective partnerships with families, social workers, schools and other professionals.
- Contribute to the strategic growth and development of Steps for Tomorrow.

## What makes this role different?

Our homes intentionally support small numbers of children, enabling strong relationships, individualised care and meaningful therapeutic practice. The Registered Manager will have the opportunity to help shape services from the ground up, influence organisational strategy and play a key role in creating homes where children can flourish.



## GENERAL RESPONSIBILITIES

### Additional Duties

Due to the nature of the work, tasks and responsibilities may vary from time to time. Staff may therefore be required to work flexibly and undertake duties that are not specifically detailed in this job description, where these are appropriate to the role. Where additional responsibilities become a regular part of the role, the job description will be reviewed in consultation with the post holder.

### Confidentiality

Employees will have access to confidential information relating to children, families, colleagues, and organisational matters. All such information must be treated as confidential and handled in accordance with the organisation's Confidentiality Policy and relevant data protection legislation.

### Values and Practice Principles

The post holder is expected to work in accordance with the organisation's values and respect in all interactions with children, families, colleagues, and partners, and maintaining appropriate professional standards at all times.

### Safeguarding

The organisation is committed to safeguarding and promoting the welfare of children and adults. All staff must understand and follow safeguarding policies and procedures and act in accordance with statutory guidance and best practice.

### Qualifications and Pre-Employment Checks

Appointment to this role is subject to satisfactory references and an Enhanced DBS check.

# Person Specification

## Registered Manager

| Training & Qualifications                                                                                                                                             | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Level 5 Diploma in Leadership and Management for Residential Childcare, or willingness and ability to achieve the required qualification within regulatory timescales | √         |           |
| Relevant safeguarding training and commitment to ongoing professional development                                                                                     | √         |           |
| Full UK driving Licence                                                                                                                                               | √         |           |

| Experience                                                             | Essential | Desirable |
|------------------------------------------------------------------------|-----------|-----------|
| Significant experience of working within children's residential care   | √         |           |
| Experience of leading or managing within a children's home             | √         |           |
| Experience of safeguarding children and managing safeguarding concerns | √         |           |
| Experience of developing and supporting staff to improve practice      | √         |           |
| Previous experience as a Registered Manager                            |           | √         |
| Experience of supporting a home through Ofsted inspection              |           | √         |
| Experience of opening or developing a new children's home              |           | √         |
| Experience of developing future leaders and managers.                  |           | √         |

| Skills                                                                                           | Essential | Desirable |
|--------------------------------------------------------------------------------------------------|-----------|-----------|
| Ability to lead, inspire and develop a confident and accountable team                            | √         |           |
| Ability to make sound decisions, exercise professional judgement and manage competing priorities | √         |           |
| Ability to build effective relationships with children, families and professionals               | √         |           |
| Strong written and verbal communication skills, including accurate recording and reporting       | √         |           |
| Competence in using electronic recording systems and standard digital applications               | √         |           |

| Knowledge                                                                                                              | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Strong working knowledge of the Children's Homes (England) Regulations 2015, Quality Standards and Ofsted expectations | √         |           |
| Commitment to safeguarding and achieving excellent outcomes for children.                                              | √         |           |
| Knowledge of trauma-informed and relationship-based approaches to care                                                 | √         |           |
| Understanding of quality assurance, risk management and continuous improvement                                         | √         |           |
| Understanding of how children's views, experiences and outcomes inform care planning and service improvement           | √         |           |

| Personal Attributes                                                                                    | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------|-----------|-----------|
| Child-centred and ambitious for children's lives and futures                                           | √         |           |
| Visible, calm, reflective and emotionally intelligent leadership approach                              | √         |           |
| Able to build positive relationships while maintaining high expectations and professional boundaries   | √         |           |
| Demonstrates integrity, accountability and openness to challenge and learning                          | √         |           |
| Commitment to equality, diversity and inclusion                                                        | √         |           |
| Flexible approach to the working arrangements required by the role, including on-call responsibilities | √         |           |
| Reflective, emotionally intelligent and open to challenge, learning and continuous improvement         | √         |           |
| Demonstrates sound professional judgement, integrity and accountability                                | √         |           |



# How to Apply:

## Job Description & Person Specification

Please be aware of the criteria in the Job Description and Person Specification when completing the application form and note any specific information that might be required for the post. 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 or via email:

[katrina.greenhalf@catholic-care.org.uk](mailto:katrina.greenhalf@catholic-care.org.uk)

## 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 will 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.

## Any Questions?

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

[katrina.greenhalf@catholic-care.org.uk](mailto:katrina.greenhalf@catholic-care.org.uk)





# Catholic Care

Caritas Leeds

**‘Empowering the Yorkshire Community.  
Delivering lasting impact where it  
matters most.’**

