Unit 3, Craig Court
Standish Street
St Helens
Merseyside
WA10 1GJ

Tel: 01744 661201

Dear Sir/Madam

Please find enclosed an employment information pack as requested.

Please ensure that you complete the application form fully as any incomplete / unsatisfactory applications will not be considered for short listing. In particular you are advised to ensure that any gaps in previous employment are fully explained and that a full employment history is provided. In completing the Personal / Additional Information Statement you are advised to refer to the Person Specification enclosed within the pack.

In this pack you will find a:

- Company Statement
- Safeguarding Statement
- An outline of the selection process.
- Job Description and Person Specification
- A Safer Recruitment Application Form (provided separately).

Please ensure that you read and complete each of the documents and return promptly to Inspire CS Group at the above address.

Alternatively, you may wish to email your documents to recruitment@inspirecs.org

Yours Faithfully

Nicola Gordon
HR/Office Manager

Company Statement

Inspire CS Group

Established in 2009, Inspire CS Group is an experienced provider of specialist residential childcare, supported accommodation and education services for children and young people across the Northwest of England.

We work closely with Local Authorities, families and other professionals to provide high-quality, individualised care, education and support for children and young people, including those with complex and additional needs.

Our children's residential homes provide safe, welcoming and nurturing environments where young people can develop positive relationships, build confidence and achieve their individual potential. Alongside our residential services, we provide supported accommodation designed to promote independence, personal development and the skills young people need as they prepare for adulthood.

Our independent school provides tailored educational opportunities for children and young people who require additional support to engage in learning and achieve positive educational outcomes.

At Inspire CS Group, we recognise that the quality of our services depends upon the commitment, skills and dedication of our employees. We are proud of our experienced teams and believe in investing in our people through ongoing training, professional development and opportunities for career progression.

Our approach is centred around providing consistent, compassionate and child-focused care, ensuring that every young person is treated with dignity, respect and understanding.

Our Principles

- **Safeguarding and Welfare:** The safety, welfare and wellbeing of children and young people are paramount in everything we do.
- **Child-Centred Care:** Every young person is an individual with their own needs, experiences, aspirations and potential. Our care and support are tailored accordingly.
- **Positive Relationships:** We believe that trust, consistency and positive relationships are fundamental to helping young people feel safe, valued and supported.
- **Partnership Working:** We recognise the importance of working collaboratively with families, Local Authorities and other professionals to achieve the best possible outcomes.
- **Empowerment and Independence:** We encourage young people to develop confidence, resilience, life skills and the ability to make informed choices about their futures.

Our Values

Respect and Dignity

We treat every child, young person, colleague and professional with dignity, fairness and respect, recognising and valuing individual differences.

Safeguarding and Protection

We maintain a strong safeguarding culture in which the safety and welfare of children and young people remain our highest priority. All employees are expected to demonstrate professional accountability and a commitment to protecting those in our care.

Equality, Diversity and Inclusion

We actively promote equality of opportunity, celebrate diversity and challenge discrimination, ensuring that everyone feels valued, respected and included.

Compassion and Understanding

We recognise that many of the young people we support have experienced significant challenges. We approach their care with patience, empathy and understanding, providing consistent support that reflects their individual experiences and needs.

Positive Outcomes

We are committed to helping young people achieve their aspirations, develop self-esteem and resilience, and make positive progress in their education, relationships, independence and personal development.

Professionalism and Accountability

We expect all employees to demonstrate integrity, honesty and professionalism in their work, maintaining appropriate boundaries and taking responsibility for the quality of care and support they provide.

Continuous Improvement

We are committed to reviewing and improving our services, learning from experience, listening to feedback and promoting a culture of openness, reflection and professional development.

Valuing and Developing Our People

We recognise that our employees are central to the success of Inspire CS Group. We are committed to supporting their wellbeing, recognising their contributions and investing in their training and career development, enabling them to deliver the highest possible standards of care, education and support.

Safeguarding Statement

Inspire CS Group

Inspire CS Group is fully committed to safeguarding and promoting the welfare, safety and wellbeing of all children and young people within our care and support services. We recognise that safeguarding is everyone's responsibility and that creating a safe, nurturing and supportive environment begins with the recruitment of suitable, committed and appropriately qualified individuals.

We are committed to maintaining a culture of safeguarding vigilance, professional accountability and openness, ensuring that all employees understand their responsibility to protect children and young people from abuse, neglect, exploitation and all other forms of harm.

Our commitment to safeguarding begins at the earliest stage of our recruitment process. We operate robust safer recruitment procedures designed to deter unsuitable individuals, identify potential safeguarding concerns and ensure that those appointed are suitable to work with children and young people.

Our recruitment and safeguarding practices are informed by relevant legislation, statutory guidance and recognised good practice, including:

- **Working Together to Safeguard Children (2026).**
- **The Children's Homes (England) Regulations 2015**, including Regulation 32 and Schedule 2.
- **The Supported Accommodation (England) Regulations 2023**, including Regulation 17 and Schedule 1.
- **The Safeguarding Vulnerable Groups Act 2006**, as amended.
- **Relevant Disclosure and Barring Service (DBS) guidance** and applicable safer working practice guidance.

Safeguarding is embedded throughout our organisation and is supported by the following policies, procedures and working practices.

Whistleblowing Policy

Inspire CS Group promotes an open and transparent culture in which all employees are encouraged and expected to raise concerns about unsafe practices, inappropriate conduct or behaviour that may place children and young people at risk.

All staff are made aware of their responsibility to report safeguarding concerns, including concerns involving colleagues or members of management. Employees are supported in raising genuine concerns without fear of victimisation or retaliation.

Safeguarding and Child Protection Policy

Our Safeguarding and Child Protection Policy establishes clear procedures for identifying, responding to, recording and reporting concerns relating to the safety and welfare of children and young people.

All employees are expected to remain vigilant, recognise potential indicators of abuse, neglect and exploitation, and take appropriate action in accordance with organisational safeguarding procedures and local safeguarding arrangements.

Where necessary, concerns will be referred promptly to relevant external agencies, including Children's Social Care, the Police, the Local Authority Designated Officer (LADO) and Ofsted, in accordance with applicable reporting requirements.

Equality, Diversity and Inclusion Policy

Inspire CS Group is committed to promoting equality, diversity, inclusion and respect throughout all aspects of our services.

We recognise that every child and young person has the right to feel safe, valued, respected and protected from discrimination, harassment, abuse and exploitation, regardless of their background, identity, abilities or individual circumstances.

Our employees are expected to uphold these principles and promote an inclusive environment that respects the rights and individual needs of every child and young person.

Online Safety and Digital Safeguarding Policy

We recognise the importance of safeguarding children and young people within the digital environment.

Our policies provide guidance on the safe and responsible use of technology, social media, electronic communication and internet access.

All employees are expected to maintain appropriate professional boundaries and remain alert to online safeguarding risks, including grooming, exploitation, cyberbullying, inappropriate contact and exposure to harmful or abusive content.

Safer Recruitment Procedures

Inspire CS Group operates comprehensive safer recruitment procedures to ensure that individuals appointed to work within our services are suitable to undertake their responsibilities.

These procedures include appropriate pre-employment checks, such as verification of identity, employment history, explanations for employment gaps, references, relevant qualifications, right to work in the UK and appropriate Disclosure and Barring Service checks, including barred-list checks where legally required and permitted.

Any discrepancies, omissions or concerns identified during the recruitment process will be appropriately explored before an appointment is confirmed.

Staff Induction and Safeguarding Training

All newly appointed employees undertake a structured induction programme that introduces the organisation's safeguarding responsibilities, policies, procedures and expectations.

Safeguarding training forms an essential part of employee development and is regularly reviewed and updated to reflect changes in legislation, statutory guidance, local safeguarding arrangements and emerging risks.

Employees are expected to maintain their safeguarding knowledge and demonstrate their understanding through everyday practice.

Professional Conduct and Boundaries

All employees are required to adhere to Inspire CS Group's Code of Conduct and maintain the highest standards of professional behaviour.

This includes maintaining appropriate professional boundaries, treating children and young people with dignity and respect, recognising positions of trust and ensuring that all interactions are safe, appropriate and consistent with safeguarding expectations.

Any concerns regarding professional conduct will be taken seriously and addressed in accordance with organisational policies and relevant safeguarding procedures.

Staff Supervision and Management Oversight

Inspire CS Group recognises the importance of effective supervision, management oversight and ongoing professional development in maintaining safe and high-quality services.

Employees receive regular supervision appropriate to their role and responsibilities, providing opportunities to reflect on practice, discuss safeguarding matters, identify concerns and receive guidance and support.

Safeguarding remains a key consideration within staff supervision, team meetings, management oversight and quality assurance processes.

Designated Safeguarding Responsibilities

Inspire CS Group has identified designated safeguarding responsibilities within its management structure to ensure that safeguarding concerns are appropriately managed, monitored and escalated.

Designated safeguarding personnel provide advice and guidance to employees, oversee safeguarding processes and support effective communication with relevant statutory agencies.

All employees are made aware of the appropriate safeguarding reporting arrangements and their individual responsibilities.

Managing Allegations and Safeguarding Concerns

Inspire CS Group takes all allegations, disclosures and concerns relating to the conduct of employees seriously.

Any allegation or concern suggesting that an employee may have harmed a child, placed a child at risk of harm or behaved in a manner that raises questions about their suitability to work with children will be addressed promptly and in accordance with our safeguarding, allegations management and disciplinary procedures.

Where appropriate, concerns will be referred to the Local Authority Designated Officer (LADO), Children's Social Care, the Police, Ofsted and the Disclosure and Barring Service (DBS), in line with relevant statutory requirements and referral thresholds.

Appropriate action will be taken following a fair and thorough process. This may include disciplinary action, dismissal and referrals to relevant external agencies where required.

Safeguarding Partnerships and Multi-Agency Working

Inspire CS Group is committed to working collaboratively with local safeguarding partners, placing authorities, social workers, education providers, healthcare professionals and other relevant agencies.

Our safeguarding procedures reflect current local multi-agency safeguarding arrangements and the principles of *Working Together to Safeguard Children (2026)*.

We recognise that effective communication, information sharing and professional challenge are essential to protecting children and young people and ensuring that safeguarding concerns are appropriately addressed.

Our Commitment

Inspire CS Group is committed to creating and maintaining a safe, supportive and nurturing environment in which children and young people are protected, listened to, respected and supported to achieve positive outcomes.

We recognise that safer recruitment is an essential first step in safeguarding, but that the responsibility to protect children and young people continues throughout every aspect of employment and service delivery.

Safeguarding is everyone's responsibility, and we expect every employee to demonstrate an unwavering commitment to the safety, welfare and wellbeing of the children and young people entrusted to our care.

Inspire CS Group

Selection Process

Dear Candidate,

Thank you for your interest in joining Inspire CS Group.

We are committed to recruiting individuals who share our values and demonstrate the skills, knowledge, professionalism and commitment required to provide high-quality care, education and support to children and young people.

Safeguarding and promoting the welfare of children and young people is central to our recruitment process. All appointments are subject to appropriate safer recruitment checks in accordance with relevant legislation and statutory guidance.

Our selection process for permanent and bank staff positions will normally involve the following stages:

1. Application and Shortlisting

All applications will be assessed against the relevant Job Description and Person Specification.

It is important that applicants complete all sections of the application form accurately and provide sufficient information to demonstrate how they meet the requirements of the position. Incomplete applications may not be considered for shortlisting.

2. Employment History

Applicants must provide a full employment history, including details of previous employment, relevant voluntary work and explanations for any gaps in employment.

Any discrepancies or unexplained gaps may be explored during the recruitment process.

3. Employment References

Inspire CS Group will seek a minimum of two satisfactory written references, including a reference from the applicant's most recent employer, where applicable.

Additional references may be requested where necessary, particularly where an applicant has previously worked with children or vulnerable adults.

References will be obtained directly from referees using our standard reference procedures. Were reasonably practicable, we will seek to verify the reasons for leaving previous positions involving work with children or vulnerable adults.

4. Written Assessments

Depending on the position applied for, candidates may be required to complete a written exercise or other relevant assessment.

These assessments are designed to evaluate knowledge, understanding, communication skills and suitability for the role, including safeguarding awareness where appropriate.

Candidates will be informed of any assessment requirements as part of the interview arrangements.

5. Formal Interview

Shortlisted applicants will normally be invited to attend a formal interview conducted by a panel of two or more representatives of Inspire CS Group.

Interview questions will relate to the Job Description, Person Specification, relevant experience, professional values and safeguarding responsibilities.

Applicants are encouraged to familiarise themselves with the requirements of the position and be prepared to provide examples of their experience and suitability.

6. Involvement of Children and Young People

Inspire CS Group recognises the importance of involving children and young people in decisions that may affect their care and support.

Where appropriate, children and young people may contribute to the recruitment process through interview questions, written exercises or other suitable methods of participation.

Their views will be considered as part of the overall selection process.

7. Management and Senior Appointments

Applicants for management and senior positions, including Deputy Manager, Registered Manager and Service Manager roles, may be required to undertake additional assessments.

These may include presentations, scenario-based exercises or assessments designed to evaluate leadership, safeguarding knowledge, decision-making and management capabilities.

Details of any additional requirements will be provided in advance.

8. Opportunity for Questions

All candidates will be given an opportunity to ask questions about the position, the organisation, employment expectations and any other relevant matters during the interview process.

9. Assessment and Selection Decision

Following the interview and any associated assessments, the selection panel will consider each candidate's overall suitability against the requirements of the position.

Decisions will be based on the application, interview performance, relevant assessments and any other appropriate information obtained through the recruitment process.

10. Disclosure and Barring Service Checks

All successful applicants will be subject to an appropriate Disclosure and Barring Service (DBS) check, including a check of the relevant barred list where legally required and permitted.

Applicants will also be required to complete the relevant criminal record self-disclosure documentation, where applicable.

Applicants are not required to disclose convictions or cautions that are protected under current legislation and DBS filtering rules.

The disclosure of a criminal conviction or caution will not automatically prevent employment. Any relevant information will be considered fairly and individually, taking account of the nature of the offence, its relevance to the position and applicable safeguarding requirements.

However, deliberately providing false information or failing to disclose information that an applicant is legally required to declare may result in withdrawal of an offer of employment.

11. Conditional Offers of Employment

Successful candidates will normally be notified of the outcome of their interview as soon as reasonably practicable.

Any offer of employment will be conditional upon satisfactory completion of all relevant safer recruitment and pre-employment checks, which may include:

- Verification of identity and right to work in the UK.
- Satisfactory employment references.
- Verification of employment history and explanations for gaps.
- Appropriate DBS and barred-list checks, where applicable.
- Verification of relevant qualifications and professional registrations.
- Any additional checks required by the nature of the role or relevant legislation.

Inspire CS Group must be satisfied that the applicant is suitable for the position before employment is confirmed.

12. Terms and Conditions of Employment

Successful applicants will receive information regarding their proposed terms and conditions of employment, including salary, working arrangements and other relevant contractual details.

Any questions regarding employment terms and conditions may be directed to our HR/Administration Team on **01744 661201.**

13. Contract of Employment and Commencement

A contract of employment will be issued to successful applicants in accordance with the organisation's recruitment procedures.

Employees will be required to sign and return the relevant contractual documentation and complete all necessary onboarding requirements.

The commencement of employment will be subject to the satisfactory completion of applicable safer recruitment checks and confirmation of an agreed start date.

Job Description

Job Title: Quality Assurance and Compliance Manager

Salary: from £50,000.00 per annum (plus bonus)

Hours: To be confirmed; flexibility to undertake scheduled visits and service audits.

Responsible to: Head of Service / Principal Director / Responsible Individual

Reports to: Head of Service

Overall Purpose of the Role

To provide objective, evidence-based quality assurance and compliance monitoring across Inspire CS Group's children's residential homes and supported accommodation services. The postholder will undertake Regulation 44 independent visits where statutory independence and suitability requirements are satisfied, complete planned quality assurance audits of supported accommodation, and provide clear findings, constructive challenge and recommendations to improve safeguarding, regulatory compliance and the experiences and outcomes of children and young people.

The post is a scrutiny and assurance role, not a substitute for the operational leadership and statutory responsibilities of Registered Managers or other service leaders. Independence, professional judgement and transparent escalation are essential.

1. Regulation 44 Independent Visits

Undertake monthly independent visits to designated children's homes under Regulation 44 of the Children's Homes (England) Regulations 2015, subject to the statutory independence requirements for the individual and the particular home.

Gather evidence through observation, discussions with children and young people, staff and relevant professionals, and proportionate scrutiny of records, care practice and the home environment.

Evaluate whether children are effectively safeguarded and whether the conduct of each home promotes their wellbeing, as required by the regulations.

Produce balanced, accurate, analytical and timely written Regulation 44 reports identifying strengths, risks, shortfalls and practical recommendations, and ensure they are supplied to the appropriate recipients within the required timescales.

Review progress against previous recommendations and identify recurring concerns, ineffective actions or emerging themes requiring senior management attention.

2. Supported Accommodation Quality Assurance

Plan and undertake regular, structured audits across the Group's supported accommodation services, taking account of the Supported Accommodation (England) Regulations 2023 and the relevant Quality Standards.

Assess safeguarding, young people's experiences, support planning, independence development, staff practice, recruitment and training records, service leadership and the suitability and safety of accommodation.

Examine whether policies, assessments, support plans, incident records and management monitoring reflect actual practice and individual needs.

Provide objective, prioritised audit findings and recommendations, distinguishing urgent safeguarding risks from routine service improvements.

3. Safeguarding, Compliance and Practice Review

Identify and promptly escalate safeguarding concerns, unsafe practice, serious regulatory risks or concerns about management oversight through the appropriate organisational and external reporting routes.

Examine the quality and consistency of risk assessments, care and support plans, incident and safeguarding records, complaints, medication arrangements where applicable, and follow-up actions.

Review whether staff supervision, competency, training, recruitment and professional boundaries are appropriately reflected in service practice.

Maintain current knowledge of relevant legislation, Ofsted guidance, safeguarding expectations and inspection frameworks across both service types. Respect confidentiality, information-sharing duties and data protection requirements throughout visits and audits.

4. Reporting, Improvement and Professional Challenge

Present concise written reports to the Responsible Individual and senior leaders, highlighting clear evidence, strengths, risk ratings where relevant, patterns and required improvements.

Maintain a structured system for tracking audit actions, named owners, deadlines, completion evidence and escalation of overdue or ineffective responses.

Work constructively with Registered Managers and supported accommodation leaders while maintaining independence and avoiding responsibility for delivering or signing off their operational duties.

Contribute to organisational learning by identifying common issues, disseminating good practice and informing quality improvement priorities. Provide professional, respectful challenge where records and assurances do not match observed practice or children's experiences.

5. Professional Conduct and Wider Responsibilities

Act with integrity, objectivity, professional curiosity and sensitivity when engaging with children, young people, families, colleagues and external professionals.

Maintain clear written records of visits, interviews, evidence reviewed, conclusions, recommendations and any safeguarding escalations. Plan and organise visits across locations, maintain suitable availability and meet reporting deadlines.

Declare and manage any actual or potential conflicts of interest; do not undertake statutory independent visits where the independence requirements cannot be met.

Participate in relevant supervision, training, professional development and quality assurance review meetings.

Undertake other reasonable duties consistent with the independent scrutiny and compliance remit of the role.

Important Information

Regulation 44 visits may only be allocated where the appointee meets the statutory independence and suitability requirements. The organisation will confirm and document the appropriate arrangements for each home. Employment by Inspire CS Group does not, of itself, establish or remove eligibility to undertake these visits.

This role involves travel between services and engagement with children and young people. The successful applicant will be subject to appropriate safer recruitment checks, including DBS and barred-list checks where legally required and permitted.

Reviewed: November 2026

Inspire CS Group

Person Specification

Job Title: Quality Assurance and Compliance Manager

Qualifications

Essential: A relevant qualification or demonstrable professional competence in children's residential care, safeguarding, social care, quality assurance, compliance or a closely related field.
Essential: Commitment to maintaining knowledge of relevant legislation, guidance, audit methods and safeguarding practice.
Desirable: Level 5 Diploma in Leadership and Management for Residential Childcare, social work qualification, or relevant degree or recognised auditing/compliance qualification.

Experience

Essential: Substantial experience in children's residential care, supported accommodation, safeguarding, regulatory compliance or service quality assurance.
Essential: Experience conducting audits, monitoring practice, evaluating records and preparing clear written findings and improvement recommendations.
Essential: Experience identifying safeguarding concerns, challenging poor practice and working with senior managers or multidisciplinary professionals.
Desirable: Previous experience conducting independent Regulation 44 visits or auditing Ofsted-regulated children's services.
Desirable: Experience of both children's homes and supported accommodation services.

Knowledge and Understanding

Essential: Knowledge of the Children's Homes (England) Regulations 2015, including Regulations 43 and 44, the Quality Standards and the purpose of independent visits.
Essential: Knowledge of the Supported Accommodation (England) Regulations 2023 and relevant supported accommodation Quality Standards.
Essential: Sound understanding of safeguarding, allegations procedures, professional boundaries, risk management, relevant data protection requirements and regulatory reporting.
Essential: Understanding of how effective management oversight, the voice of the child and service outcomes should be evidenced and evaluated.
Desirable: Knowledge of Regulation 40 notifications, Regulation 45 reviews, inspection processes and relevant Ofsted guidance.

Skills and Abilities

Essential: Ability to conduct rigorous and proportionate reviews and distinguish evidence, professional judgement and unverified assurance.
Essential: Excellent written communication, analytical skills and the ability to produce timely, constructive, clear and defensible reports.
Essential: Confidence to professionally challenge staff and senior leaders while remaining fair, impartial and solution-focused.
Essential: Ability to listen sensitively to children and young people and reflect their experiences in quality assurance findings.
Essential: Strong organisation, planning, digital record-keeping and prioritisation skills, including accurate action tracking.
Desirable: Experience using electronic care recording and audit systems.

Values and Personal Attributes

Essential: Integrity, independence, honesty, accountability, professional curiosity and a commitment to safeguarding.
Essential: A child-centred approach and respect for equality, diversity, inclusion and anti-discriminatory practice.
Essential: Ability to manage confidentiality, impartiality and conflicts of interest appropriately.
Essential: Commitment to continuous learning, constructive challenge and improving outcomes for young people.

Other Requirements

Essential: Able to meet and maintain applicable statutory independence and suitability requirements before undertaking any Regulation 44 independent visits.
Essential: Ability to travel reliably between Inspire CS Group services.
Essential: Satisfactory completion of role-appropriate safer recruitment and pre-employment checks.

Assessment Methods

Application and employment history; formal interview; written audit or case-study assessment as appropriate; verification of relevant qualifications and experience; references; and required safer recruitment checks.

Reviewed: November 2026

Inspire CS Group