JOB DESCRIPTION

RESIDENTIAL CHILDREN'S HOME

POST: **Deputy Manager**

RESPONSIBLE TO: Manager

RESPONSIBLE FOR: Support Staff

LOCATION: March, Cambridgeshire

Purpose:

1 To assist and, as required, deputise for the Manager to support, direct and utilise staff and resources in order to ensure that the home achieves outstanding care for young people

2 To ensure that all of the home's activities are focussed on maximising positive outcomes for young people

Main Tasks and Responsibilities:

1. To be able to evidence Break's values at all times, which underpin Break's mission of 'Changing Young Lives' by:
- Listening to and respecting all individuals
- Working in an inclusive way
- Doing the right thing
- Making a difference
- Being optimistic
- Inspiring and creating hope

2. To deputise for the manager as required

3. To support the manager in setting standards and evaluating achievements; to take a proactive role in securing improvements in the quality of care within the home

4. To set and review targets and objectives for the home's staff team in order to ensure that work is focused and has clear direction.

5. To support the manager in providing management of the staff team and to deploy appropriate staff resources in order that key tasks are fulfilled.

6. To ensure that sufficient back up resources are available in emergency/out of hours situations including participation in an out of hours 'On-Call' rota

7. To ensure staff access identified developmental opportunities for service-users

8. To have line management responsibilities for some of the staff team, ensuring that staff receive appropriate induction, supervision, development opportunities and appraisal.

9. Support the manager in ensuring a full flow of information into and out of the team and to develop effective communication strategies and systems which assist staff in the operation of their duties

10. To actively participate in recruitment, grievance, disciplinary, health and safety and other staffing matters with support from the manager.

11. To support the manager in ensuring the condition of the structure, fabric, furnishings and fittings of the building to ensure that all necessary equipment, etc. is in good working order and of a reasonable and acceptable standard of repair

12. To protect the service-users from threat to their health, well-being and development, both from inside and outside the home

13. To ensure service-users are included in any decision-making related to the running of the home and ensure that there is evidence to reflect their input

14. To manage staff in a manner that provides an empowering, positive experience for service-users through appropriate use of Break processes including recruitment, support & supervision, annual appraisal and disciplinary

15. To implement management decisions in a manner that provides an empowering, positive experience for service-users

16. To ensure the key stages in service-user contact with the home, such as referral, admission and discharge, run smoothly and timely and reflect decisions recorded in care plans

17. Where appropriate, to participate in the development, implementation and monitoring of individual care plans

18. To develop and maintain good working relationships (where appropriate) with:
    a. Parents and other family members
    b. Social Workers
    c. School Staff
    d. Other professionals with a concern for the children's and young people's needs, such as General Practitioners or Psychologists.

19. To ensure that specific needs are met such as:
    a. Dietary requirements
    b. Culturally significant activities
    c. Religious observance

20. To ensure that service-users carry as much responsibility for their own lives as they can reasonably and demonstratively be expected to manage, keeping them informed of their circumstances and rights, involving them in planning their lives and supporting and helping them towards taking greater control and responsibility

21. To ensure compliance with all statutory and legislative requirements

22. To research best practice within the sector and support the manager in bringing the learning into the home.

23. To undertake any other tasks, duties or projects which may arise from time to time which are commensurate with the general level of this post and as directed by the designated line manager

PERSON SPECIFICATION

DEPUTY MANAGER

RESIDENTIAL CHILDREN'S HOME – MARCH

Factor	Essential	Desirable	Method of Assessment
Education and Qualifications:	• Good standard of education including literacy and numeracy • Relevant NVQ Level 3 Diploma or equivalent – if not be prepared to complete within two years of appointment	• Management qualification	• Checking original certificates • Written exercise during interview process
Experience of:	• Working with children for at least one year • Recruitment and selection of staff • Working to targets, and setting goals for others • Working within a positive culture and promoting a "can do" attitude • Supervision, motivation and development of staff • Ability to work under pressure / deadlines • Competency in recording and devising risk assessments/ care plans and all legislative paperwork. • Involving service users in service delivery, development and planning • Managing individual performance and team dynamics • Understanding a team's skills mix and utilising it for the best possible outcomes • Ability to adapt communication style to suit a wide range of stakeholders • Working to outcome measurement tools	• Senior position, preferably in residential work • Management preferably in residential work • Budgeting control • Liaising with other professionals and agencies • Key Worker role • Care of Medication • Work in a residential establishments • Developing and working to care plans • Working in an education setting • Chairing meetings • Supervision of staff	• Via application form and verified by references
Ability to:	• Demonstrate understanding of and consistently work to the values of Break • Respect and adhere to Break policies and procedures, objectives and service development plans • Support other services in time of need	• Ability to cook (basic cooking required) • Provide reflective supervision	• Via application form and verified by references

Ability to:	• Work with emotional intelligence, resilience and maturity and offer a balanced perspective • Act as a role model for internal and external customers • Work to high professional standards • Establish caring relationships within professional boundaries • Work under own initiative • Work as part of the leadership team within the team • Work calmly under pressure • Work flexibly within the staff rota • Cope with sleep-in and on-call duties • Communicate effectively • Maintain accurate records and write reports • Be flexible and adaptable • Be advocate for young people • Assist in administrative tasks • Work closely with parents and professionals • Deal with challenging behaviour • Physically and mentally cope with the demands of the role • Ability to drive		• Through appropriate questions and answers at interview • Sight of valid current driving licence
Knowledge of:	• Confidentiality and data protection • Relevant child care legislation • Safeguarding and formal child protection procedures • Child development and the impact of abuse and trauma • Children's Rights • Equality and Diversity • Childcare Services	• The Care System • Children Homes regulations 2015 • Other legislative requirements • Health and Safety requirements • Fire Precautions • An understanding of competence in risk and risk management • Team dynamics	• Through appropriate questions and answers at interview
Committed to:	• Continuous professional development • Engage fully in supervision and appraisal • Participate in the rota • Supporting the development of colleagues and the service as a whole • Ensuring young people are at the centre of the service	• Ensuring the stability of placements within the home • Obtaining Outstanding Ofsted judgement	• Via application form and verified by references • Through appropriate questions and answers at interview

Additional Requirements:	• Willing to participate in children's recreational programme • Willing to attend staff meetings • Have organisational skills		• Via application form and verified by references • Through appropriate questions and answers at interview

Explanation

When completing the online application form, please be aware that the above person specification will be used in determining the short-list for interview.
Only information provided by you on the application form can be used when making this decision.
Please Note: Appointment is subject to DBS checks and applicants must meet the suitability criteria outlined in the Children's Homes (England) Regulations 2015.