

### Job Description

<b>Job title</b>	Deputy Manager – Children's Home	<b>Job family</b>	Education & Children's Services
<b>Reporting to</b>	Registered Manager	<b>Job code</b>	
<b>Location</b>		<b>Evaluation Date</b>	

#### Job Purpose

#### **"Make a Difference to Young People"**

To lead and manage both employees and resources to ensure high standards of service are achieved within the home, exceeding regulatory standards.

Support the Registered Manager to be accountable and responsible for the home's outcomes. This includes the welfare and safety of the young people, the progression of the young people, the management of the staff team and robust monitoring of the work practices of new employees to ensure the home stays viable with the referral process and to maintain standards within the home.

To assist in the management of the budget of the home and ensure the business remains viable and to meet and exceed the key performance indicators for people, quality and performance.

Key focus on:

- Safety
- Providing a quality service to the young people
- Employee engagement
- Safe recruitment
- Supporting the development and learning of employees in the team
- Ensuring that the service is financially sustainable including by safely supporting new referrals into the service and managing costs appropriately

#### Responsibilities

##### **Quality**

1. Supervises the effective implementation of individual programmes by supporting the teaching and learning, social and independence activities and experiences, which enhance the learning and development of Learners and Young People.
2. Manages the well-being and behaviour of Learners and Young People, including sensitive pastoral situations, dealing with immediate issues on own shift and within own team ensuring outcomes are appropriately followed up and reported, referring significant occurrences to senior staff through agreed channels as appropriate.
3. Support staff in own team to maintain effective professional relationships with students/pupils, parents, colleagues, outside agencies and other professionals referring any issues to senior staff as appropriate.
4. Acting as a positive role model, provide effective supervision and guidance for own team

contributing to their performance and professional development.

5. Inputs into development of local procedures and supervises staff in own team to ensure all actions comply with policy and procedure and are in line with regulatory, statutory and compliance requirements and meet quality standards.

**Innovation**

6. Adapts newly proven techniques within registered home

**Value**

7. Ensures young people who use our services are getting value for their money

**Knowledge / Education / Skills**

**Knowledge**

A sound working knowledge of the statutory requirements associated with the residential care of young people. This will include Children's Homes Regulations, Health and Safety legislation etc.

**Education**

Have attained a Level 3 Diploma in Health and Social Care for Children and Young People.

Be prepared to attain a management qualification of at least or equivalent to Level 5 Diploma in Health and Social care for Children and Young people.

**Skills**

Proven people management/supervisory skills within a residential setting, including motivating, directing, delegating.

Proven organisational skills.

Proven financial management skills.

**Experience**

At least 2 years' experience in a supervisory role within a children's residential setting.

**Communication**

The post-holder is required to have a clear and positive communication style both verbally and non-verbally; they will be required to provide written and verbal information in a succinct manner in a way that is understood by those that they are communicating with;

## Responsibility

### Staff

The role requires supervision and support of a number of staff on a shift as well as supporting the delivery of education and care plans. The role holder will also make a significant personal contribution to the overall development of Learners and Young People ensuring day to day issues and incidents are appropriately resolved and reported according to policy and procedures referring more complex and serious matters to senior management as appropriate.

### Budgets & equipment

Responsible for the correct handling of petty cash and appropriate expenditure of learners and young peoples' allowances and administration of medication in accordance with policy and procedure where applicable and as required. Collective responsibility for the care and security of equipment and consumables on site.

### Informatics

Responsibility for the accuracy, security and confidentiality of student/pupil records.

### Other

The role holder will be expected to undergo certified training and refresher courses in a range of areas including Child Protection, Physical Intervention, Behavioural Management, first aid, fire prevention and Health & Safety at Work and other specialist training related to the location

## Working Environment

The educational and social challenges experienced by children may, at times, give rise to unusual or anti-social behaviour which can be very emotionally and physically demanding.

Upholding the Company Behaviours	
Demonstrate in this section how the role will evidence and support the Company Behaviours	
Behaviour	Responsibility to evidence
Putting People First	<b>Management</b> <ul style="list-style-type: none"> <li>Analytical</li> <li>Delivers a compliant and quality driven school</li> <li>Solution focussed</li> <li>Risk aware</li> <li>Innovative</li> <li>Engaged</li> <li>Willing to Learn</li> </ul>
Being a Family	<b>Leadership</b> <ul style="list-style-type: none"> <li>Motivational</li> <li>Accountable</li> <li>Outcomes driven</li> <li>Inspirational</li> <li>Takes Ownership</li> </ul>
Acting with Integrity	<b>Values</b> <ul style="list-style-type: none"> <li>Respecting others</li> <li>Awareness of Culture</li> <li>Trustworthy</li> <li>Belief</li> <li>High expectations</li> <li>Openness</li> </ul>
Being Positive	<b>Emotional</b> <ul style="list-style-type: none"> <li>Resilient</li> <li>Empathetic</li> <li>Reflective</li> <li>Confident</li> <li>Self Aware</li> <li>Determined</li> </ul>
Striving for Excellence	<b>Vision</b> <ul style="list-style-type: none"> <li>Aspires to excellence</li> <li>Desires continuous improvement</li> <li>Clarity of thought and expression</li> <li>Focussed</li> <li>Aspirational</li> <li>Is clear about and can communicate the "vision"</li> <li>Wants to leave a legacy</li> <li>Committed to excellence</li> </ul>

***Please note that you may be expected to undertake other duties and responsibilities as appropriate to the role.***