

JOB DESCRIPTION

DEPUTY MANAGER

Deputy Manager

Main Purpose of the Job

To assist the manager in achieving the aims and objectives of the Statement of Purpose and uphold the organisation's mission statement and values. To deputise for the Home Manager in the event that they are on leave or otherwise absent from the home. To support and manage the care team to enable them to meet the needs of the children and young people. To undertake direct work with children and young people as appropriate. To ensure each shift is planned and resources allocated. To work in partnership with other professionals to achieve optimum outcomes for young people. To offer supervision and support to carers in line with Quality Standards & Regulations and as directed by the Home Manager.

Equal Opportunities

All young people are equally entitled to have their needs met in a fair and balanced way. Deputy Manager's are responsible for promoting equal opportunities for all and for challenging any behaviour or practice which discriminates against any young person or colleague on the grounds of race, religion, disability, age, gender, sexual orientation, or any other perceived difference.

Duties & Responsibilities

Direct support to the manager and the service:

- Undertaking on call duties (7-10 per month) working to the companies on call procedure, this is part of your pay structure and is not an additional payment.
- Covering shifts that are not covered by RSWs and or bank staff
- Deputising in the absence of the Manager

Acting as an appropriate adult

To meet the needs of children through:

- Working to the rota pattern of 2 days on with 1 or 2 sleeps followed by 4 days off alongside Shift Leaders and RSWs, unless required by the needs of the service to undertake 9-5 admin days
- Ensuring that each carer is aware of each child's care plan and their responsibilities for its implementation • Attending childcare reviews and planning meetings to provide information and achieve best outcomes for young people • Undertaking direct work with young people and acting as an appropriate role model
- Maintaining accurate written records in logs, continuation sheets and files both to record information and enable regular monitoring and evaluation to take place
- Chairing children's meetings and facilitating consultation with young people generally
- Acting as an appropriate adult
- To have a current driving licence and access to a vehicle to support the needs of the young people and the needs of the service. This may include taking young people to contact, education, health appointments, activities this is not an exhaustive list but an example of. All journeys undertaken will be paid by the mile inline with the companies agreed mileage payments.

To manage a care team through:

- Providing supervisory control and direction in relation to carer duties and responsibilities
- Taking responsibility for planning shifts and ensuring their smooth running when on duty
- Providing consultation and informal advice and support to carers in relation to day-to-day matters • Offering 1:1 supervision to carers in line with Quality Standards & Regulations
- Contributing to team meetings to facilitate good communication and carer development
- Ensuring carers work within the Home's policies, procedures and Quality Standards & Regulations requirements • Providing managerial control and direction in relation to carer duties and responsibilities
- Assist with the recruitment and retention of carers including induction training for new carers into the

- Develop a management style which balances the need to exercise control and give direction with the need to offer carers the opportunity to make appropriate decisions
- Identifying and progressing individual training and development needs of carers in the context of their personal development plans
- Undertaking annual appraisal of carers
- Addressing issues in relation to conduct and competence of carers
- Assist the Home Manager in promoting personal and professional development through the appropriate delegation of duties and responsibilities

General Responsibilities:

- To assist the Home Manager in the implementation of all aspects of the Statement of Purpose • To run in-house workshops on childcare related matters to facilitate implementation of formal training and improve childcare practice
- To drive company vehicles – subject to policies and procedures
- To work on a rota basis according to the needs of young people
- To ensure that resources are allocated appropriately and financial records are accurately maintained under the direction of the Home Manager
- To receive supervision in line with Quality Standards & Regulations and to take responsibility for personal development and progress of individual training needs
- To carry out all other reasonable tasks as directed by the Home Manager
- To deputise in the absence of the Home Manager

To develop systems which ensure the effective allocation of resources through:

- Ensuring adequate carer levels that meet the needs of the Home
- Ensuring that budgets are managed effectively and the use of finances is properly monitored including petty cash returns, weekly attendance records
- Ensuring that company vehicles are clean and regularly maintained
- Monitoring closely the fabric of the building (including fixtures, amenities and grounds) and taking remedial action where necessary

To promote the efficient and effective operation of the Home through:

- Developing in consultation with young people and carers routines in relation to all aspects of child care • Clarifying expectations in relation to maintaining the Home in a clean and orderly condition
- Creating rotas which fit best with children's needs and which allow proper handovers between shifts • Ensuring that there are appropriate and adequate reporting and recording systems in place to comply with Quality Standards & Regulations
- Attending to all administration issues in relation to the Home and the provision of weekly management information reports for Central Services

This list is not exhaustive and there may be occasions where you will be asked to undertake additional tasks that the manager feels is appropriate and within your capabilities.

The role of a deputy is paid at an hourly rate of £13.00 to £14.50 dependent on experience and or

qualifications. PERSON SPECIFICATION

Qualifications

Essential:

- Secondary Education with good standard of literacy and numeracy
- Diploma Level 3 Children & Young People Workforce or NVQ equivalent
- Current Driving Licence

Desirable:

- Management/Supervisory qualification
- NVQ Level 4 or Diploma 5 Children and Young People

Knowledge & Skills

Essential:

- Knowledge of Quality Standards & Regulations

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- Knowledge of the Children Act and other relevant legislation
- Awareness of Equal Opportunities
- Team Building Skills
- Supervision Skills
- Ability to manage teams effectively
- Ability to communicate both verbally and in writing
- Understanding the needs of EDB children including managing challenging behaviour
- Excellent organisational skills
- Ability to motivate and enthuse carers

Desirable:

- Counselling Skills
- Training Skills
- Therapeutic Parenting Experience

Experience

Essential:

- 1 years relevant supervisory experience
- 12 months experience of working in a residential setting with young people with challenging behavior, with a minimum of 6 months of these having been at a senior level

