



## Children's Home Deputy Manager

### Job Description and Person Specification

<b>Job Title</b>	Residential Children's Home Deputy Manager
<b>Location</b>	Eastergate
<b>Service</b>	Old Farm Childrens Home
<b>Responsible to</b>	Registered Manager, Responsible Individual
<b>Responsible for</b>	Team Leaders and support Workers

<b>Terms and Conditions</b>	
Hours	40 hours per week
Salary Range (FTE)	£35.000 - £38.000
Holidays (FTE)	30 Days including Bank Holidays
Employment Status	Full Time
Probationary Period	6 Months
Notice Period (weeks)	3 Months
Disclosure	This position requires an enhanced DBS check.

<b>Service</b>
<p>The Old Farm is a Registered Childrens Home which falls under West Sussex. It accommodates up to 4 Children, boys and girls between the ages of 10 – 17 years. The Children will be placed by the Local Authority and referrals to Old Farm will be made for many different reasons. All the Children will have suffered neglect, possible abuse, possible education related issues, mental health concerns and other associated behaviours. The service includes residential care 52 weeks per year, 24 hours per day. We will work therapeutically, using the PACE approach in managing trauma related behaviour. We will ensure Children</p>

are always kept safe from harm. We will ensure that every child is supported in education. We will always provide a clean warm living environment. We will maintain strong professional relationships with placing Authorities and other external partners, always being kind and courteous. We will keep clear and concise records for the home. All legislation including Health and Safety will be followed at all times.

### **Job Purpose**

The Deputy Manager will deputise for the Manager in their absence, maintaining quality care and meeting all legislative requirements. The Deputy Manager for the children's home will support the Registered Manager in leading and managing the children's home according to the ethos and approach of the organisation, ensuring that outcomes and high-quality care are delivered according to the home's statement of purpose and in line with the Children's Homes Regulations 2015. The post holder will also have a sound understanding of ensuring that Health and Safety Regulations are followed at all times.

### **General Duties**

- Ensure that Safeguarding is of the highest Priority.
- Strive to provide the best experience possible for the Children - enabling, engaging and empowering them to achieve their aspirations.
- Ensure that all Legislation, Company Policy + Procedures are always followed.
- Support and Respect all Colleagues to the best of your ability.
- Always have a professional attitude.
- Be confident in the use of the Whistle Blowing Policy.
- Be aware of the budgets and monitor spending.
- Celebrate the smallest of achievements for Children and Colleagues.
- Celebrate birthdays, Festive Holidays and always create fun!

## Specific Duties

- To deputise for the Registered Manager in her absence.
- Ensure Residential Support Workers are meeting the needs of children in accordance with their care plans to ensure the desired outcomes.
- Ensure the quality of shift handover meetings, end of shift debriefs and all records, other residential duties are in line with best-practice standards and the Children's Homes (England) Regulations 2015 and Quality Standards for Children's Homes.
- Ensure that the home is well maintained and clean at all times. Including fresh flowers weekly.
- Ensure that fresh home cooked food is available through planned menus.
- Ensure the home's ethos is embedded in the shifts and that children are involved in the day-to-day running of the service.
- Ensure that weekly House Meetings are held and recorded.
- Ensure the teamwork meets the needs of children from diverse backgrounds under the legislation, policy, and best practice standards.
- Take responsibility for overseeing safeguarding children and supporting the team to reduce the risks.
- Ensure that risk assessments are completed, reviewed and updated at all times.
- Ensure children access services that meet their education, social, emotional, mental health, and well-being needs.
- Plan and deliver the service and its programs to meet the needs of children.
- Plan the rota and shift presence to ensure the needs of children are being met.
- Ensure that all shifts are led by a Team Leader and are gender, skills, experience, qualified and culturally balanced.
- Guide the team to ensure service delivery.
- Ensure a social inclusion focus is embedded within services.
- Take part in on-call arrangements.
- Supervise and support the development of the staff team in line with their statutory training requirements and continuous professional development (CPD).
- Ensure staff are inducted and briefed on working with children, care planning systems and any programmes for positive care.

- Ensure the home follows health, safety and fire precautions and procedures.
- Ensure that COSHH regulations are followed at all times.
- Ensure staff and children adhere to the home's ICT policies.
- Ensure quality monitoring and health and safety assessments are conducted, and action plans are implemented.
- Ensure effective risk assessments and personal safety procedures are in place to protect staff and children under organisational policies and procedures and keep them under regular review.
- Ensure care planning, key working, safeguarding, incidents, health, education and activities recording is completed in the required timeframe and to the required standard.
- Ensure that Care Reviews Reports are prepared in advance and that Children are prepared and supported during the review process.
- Ensure that all and any medication is stored and administered correctly and is checked daily.
- Assist the Registered Manager in the administration of related financial management, ensuring that budgets are maintained and that any overspends are identified as soon as possible.
- To lead on Missing persons procedures, ensuring that detailed logs are kept and that all communications are recorded.
- To be fully aware of LADO procedures.
- To be fully confident in completion and submission of Regulation 40 notifications.
- To be able to complete and update the Annex A information as required.

## Person Specification

### Qualifications and Education

- Have attained a Level 3 Diploma in Health and Social Care for Children and Young People.
- Be willing to attain a qualification of at least or equivalent to Level 5 Diploma in Health and Social care for Children and Young People.
- Demonstrate commitment to continuing professional development.
- Must hold a full UK drivers' licence.
- The post holder must be prepared to change working patterns with notice, and also support in emergency staffing situations. The post holder is required to work Bank Holidays, Weekends, Evenings and undertake sleep in duties on a rota system although extra hours could be requested in times of staff shortage.

### Experience

- A minimum of two years' experience in a supervisory role within a children's residential setting.

### Knowledge and Understanding

- A sound working knowledge of the statutory requirements related to children's residential care. This includes the Children's Homes (England) Regulations 2015 and Quality Standards for Children's Homes, Children Act 1989, Working Together to Safeguard Children 2018, Data Protection Act 2018, and Health and Safety at Work etc. Act 1974, and related policies and procedures for the day-to-day running of a residential children's home.
- Understanding children's rights, child protection, safeguarding children, the impact of abuse and neglect, equality and diversity, care and placement planning, risk assessment, and review processes.
- Understanding children's education, health, social, emotional and psychological needs of looked after children and ensuring these needs are met.

### **Skill and Abilities**

- Supporting the Registered Manager for the training and development of staff team members, regular reflective supervision, and rostering to ensure continuity of positive care for each child.
- Coping with stress and complex dynamics and demonstrating emotional resilience.
- Handling a wide range of administrative tasks related to the day-to-day running of a children's home.
- Prioritising and organising workload to maintain and promote quality.
- Sustaining and working through placement issues to prevent placement breakdowns.
- Monitoring the service for quality of care and in line with the requirements of Ofsted inspection.
- Developing constructive working relationships with the wider community and multi-agency teams.
- Ability to motivate, direct, and delegate in a residential setting.
- Organisational skills.
- Skills in financial management.

### **Equality and Diversity**

- Promoting equality and valuing diversity through legislation, policies, procedures, and relevant standards.
- Identify patterns of discrimination and take actions to overcome this and enable others to promote quality and diversity and a non-discriminatory culture that supports people in exercising their rights.

### **Communication**

This position requires a clear and positive communication style. The Deputy Manager is required to communicate in a way that is understood by those being communicated with.

The above expectations are not exhaustive, and you may be required to undertake tasks not listed above to ensure the safety of Children and meet the performance needs of the home.