
Job description: Deputy Manager Children's Care Home



Responsible to:	Registered Manager
Location:	Rolle House
Period of Notice:	Three calendar months

Job Purpose:

To support the Registered Manager (RM) in all aspects of the day-to-day running of the Children's Home (Rolle House). Promoting a caring environment which provides young people with a high standard of specialised personal care, meeting individual needs and ensuring everyone is treated with respect and dignity and rights to privacy, independence and choice are met. To support the Registered Manager to supervise, monitor and evaluate the care delivered to young people, checking legal requirements are met along with keeping up to date with registration requirements.

KEY RESPONSIBILITIES:

1. Work with children and young people within the home to ensure that positive relationships are built and good outcomes are achieved.
2. To lead on administrative tasks within the home and complete monthly quality assurance reviews to ensure the home is maintained to a high standard.
3. Undertake shift work as per staff rota where required and work as part of a team carrying out Residential Support Worker duties.
4. Work under the direction of the RM and deputise for him/her as and when required.
5. Support the RM with the day-to-day running of all aspects of the home including; the standards and quality of care, recruitment and training issues, communication with the team, the premises of the Care Home and financial matters.
6. Recognise and assess individuals' needs, involving relevant professional agencies and relatives where needed, in order to formulate personalised care plans for each individual.
7. Provide the highest level of personal care and attention to young people following individual care plans carefully and ensuring all contact is polite, friendly, warm and supportive.
8. Promoting the social and emotional wellbeing & development of young people and to consistently strive to further develop these skills.
9. Responsible for understanding and complying with statutory and legal requirements relevant throughout the home, including Ofsted and Health and Safety.

10. To support the RM with the effective running of the home ensuring all legislation and regulations concerning environmental health, infection control, building control, planning and health and safety are met and all risk assessments are regularly carried out (including fire checks) to meet the high standards expected in the Home.
11. Keep up to date with all the Children's Homes Regulations, related legislation and inspection frameworks and implement as necessary.
12. Contribute to inspections carried out by Ofsted and any external professionals as required.
13. In the absence of the RM, manage the home and lead on Ofsted Inspections.
14. Follow young people' individual placement plans, to administer medication to young people as prescribed, accurately maintaining appropriate records for both.
15. To be an active and encouraging Deputy Manager, establish and maintain effective means of communication and good relationships with young people, relatives, employees in the home along with others externally such as professionals in the caring environment, outside suppliers, agencies.
16. Support the RM with staffing requirements, including the recruitment of suitable employees for the team working in the home including effective inductions, the training needs for all the team are identified and met. To carry out regular supervisions, assessments ensuring the Care Home is a friendly and supportive caring environment.
17. Support young people with their personal financial arrangements, maintaining confidentiality of all information, and that any financial transaction is recorded and treated with the utmost honesty.
18. Support the RM with prospective/potential young people for the home including; providing relevant information and guided tours. As well as to welcome new young people, complete appropriate records and paperwork and ensure adequate arrangements are made for every resident.
19. To be on call in case of an emergency situation within the Children's Home.
20. Liaising with other Academy staff, parents and carers as necessary and maintaining high levels of professionalism at all times.
21. Promoting and safeguarding the welfare of the young people, and to regularly stay updated in relation to any changes within safeguarding legislation and policy.
22. To liaise and support education staff with the young person's daily educational needs as required.
23. To work in an inclusive manner, accepting of difference and diversity and having aspirational expectations of staff and young people.
24. To carry out any other appropriate duties requested by the Responsible Individual, RM or any other member of the Academy Senior Leadership Team.

The above list is indicative and not exhaustive. The Deputy Manager is expected to carry out all such additional duties as are reasonably commensurate with the role.

Other Duties

1. To attend relevant internal and external meetings/training as requested.
2. To participate in internal supervision and the Academy's annual performance appraisal process and undertake relevant staff development.
3. To be responsible for the health and safety of self and others.
4. Provide cover in other areas as required.
5. To make secure all buildings on leaving the site.
6. To carry out any other appropriate duties requested by the Responsible Individual and RM.
7. To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy's Safeguarding Policy & Procedures.
8. To ensure that all policies and procedures are read, understood and adhered to.

I accept this job description as a definition of the key responsibilities and duties of the post of the Deputy Manager.

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed.....

Date.....

Print name.....

Person specification:**Deputy Manager – Children’s Home**

Criteria	Essential	Desirable
KNOWLEDGE & QUALIFICATIONS		
Educated to Degree Level within a research/humanities or education based field, or able to evidence depth of thinking, professional communication style and report writing	✓	
NVQ level 5 in Care (if not held, the successful candidate must commit to achieve this within 2 years)	✓	
Level 3 qualification in British Sign Language (if not held, the successful candidate must commit to achieve this within three years)	✓	
Current First aid at work qualification	✓	
Qualification in Safeguarding Children and Young People		✓
Knowledge of IT including use of e-mail, the internet and keeping electronic records	✓	
Recognised qualification or training in behaviour management		✓
EXPERIENCE		
Experience of working in children’s residential care settings	✓	
Experience of working with external professionals such as local authorities and social workers		✓
Experience of administration duties and quality assurance reviews	✓	
Experience of managing staff including planning rota’s and arranging cover		✓
Experience of working with young people who may also have additional needs including challenging behaviour	✓	
Planning & co-ordinating activities in conjunction with others	✓	
Evidence of building a high performance team		✓
Experience of working with dual sensory impaired children and young people	✓	
Experience of care planning/development planning for people and an understanding of person centred planning	✓	
Evidence of successfully implementing independent living initiatives for children and young people	✓	
An understanding of working with children and young people with challenging behaviour	✓	
SKILLS AND ABILITIES		
Ability to use own initiative and exercise sound judgement	✓	
Good communicator with excellent inter-personal skills	✓	
Ability to deal with sensitive and confidential information	✓	

Good organisational, administrative skills and attention to detail	✓	
Proven of experience of effectively managing student behaviour	✓	
Commitment to staff development	✓	
Knowledge of quality assurance systems within the work place/service standards		✓
IT Literate with good knowledge of Microsoft Office, particularly Word, Excel, and Outlook	✓	
PERSONAL QUALITIES		
Desire to work with children and young people	✓	
Discretion, patience and sense of humour	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Ability to work within a total communication environment	✓	
Professional approach	✓	
Good presentation skills	✓	
An in-depth understanding of Deaf Culture		✓
Commitment to implement change to improve service standards	✓	