

WITHERSLACK GROUP JOB DESCRIPTION

POST TITLE: Deputy Manager

LIAISON WITH: Registered Manager

RESPONSIBLE TO: Team Leaders and other Senior Managers

OVERALL RESPONSIBILITIES

In the absence of the Registered Manager, to be responsible for all administration/child care functions at the home:

- To discriminate effectively between those decisions which can be deferred and those which need immediate attention.
- To make decisions in accordance with Group, Line Manager and Ofsted's expectations for the home.
- To become fully conversant with the Groups philosophy and policies.
- To respect and maintain the confidential nature of the work.

To assist the Registered Manager to promote good child care practice within the home, this will include:

- Day to day supervision and guidance of staff regarding standards of care in line with the National Standards for Children's Homes and the wider implications of group guidelines, procedures, instructions and policies, e.g. health care, children's rights, child care law, etc.
- To play a significant role in supervision of Key Workers encouraging them to be responsible for and accountable to senior staff in ensuring effective assessment monitoring, planning and evaluating for each child takes place.
- To ensure that full and complete casework records for young people are maintained and that sound decisions are made and carried out.
- To assist the Registered Manager in ensuring specific plans are carried out.
- To demonstrate good child practices in own direct work with children to provide a model for other staff members.

To be directly involved in Case Conferences, Reviews and Planning Meetings:

- To compile written reports as and when necessary.

- To actively seek the views and opinions of children and provide a platform from which they can be heard.
- To help other staff to compile reports and encourage them to involve the children in reviews.
- To attend and participate in case conferences/reviews/planning meetings as and when appropriate.

To assist the Registered Manager in ensuring specific administrative tasks are performed accurately:

- To carry out specific tasks as delegated by the Registered Manager.
- To monitor and assist other staff members in carrying out their administrative duties.
- To be responsible for all administrative functions/operations in the absence of the Registered Manager.
- To assist the Registered Manager to manage and control all financial budgets allocated in the home.

To assist the Registered Manager in the management of the staff team in a manner which maximises their output and enables them to achieve their potential:

- To assist in the process of identifying training needs within the team and participating in enabling these needs to be met.
- To participate in the Staff Development Programme.
- To participate in appropriate In-service Training.
- To prepare for and participate in staff meetings.
- To organise staff meetings in the absence of the Registered Manager and to maintain the usual structure of such.
- To be responsible for preparing working rotas which utilise staff resources most effectively in line with the needs of both children and staff.
- To be responsible for previously agreed formal supervision of some staff and to assist the Registered Manager in informal supervision of staff.
- To play a significant role in the induction and initial support of new staff.
- To prepare and present training for staff on occasions when appropriate within team meetings.
- To be involved in the selection of new staff members in full awareness of the Group's Equal Opportunities Policy and in line with the recommendations of the Warner Report.

To contribute to the development of Witherslack Group-wide child care practices:

- To be actively involved in the Heads of Children’s Homes Group and other meetings, deemed appropriate by the Registered Manager, particularly in the absence of the Registered Manager.
- To assist the Registered Manager in disseminating information, instructions of the outcomes of these meetings to the staff team.
- To be involved in the planning and provision to the service as a whole and to make contributions to working groups when requested.

GENERAL DUTIES

- To perform any other reasonable task that the Registered Manager may ask from time to time.
- To perform sleeping-in duties as required.

SAFEGUARDING

- To perform the role of Designated Safeguarding Officer, acting as a source of advice on child protection matters and for co-ordinating action within the Home.

This post is subject to an Enhanced Disclosure check.

Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children’s homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

ACKNOWLEDGEMENT

Employee Signature.....

(Print Name)

Date

Manager Signature.....

(Print Name)

Date

Person Specification for the post of: Deputy Manager

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • At least 3 years' experience in a residential child care setting • Experience of carrying out administrative duties such as filing, recording, rota preparation and report writing 	<ul style="list-style-type: none"> • Experience of managing staff • Experience of carrying out supervision, capability, appraisal and induction
Education / Training / Qualifications	<ul style="list-style-type: none"> • Diploma Level 3 Residential Child Care • A willingness and desire to pursue further training 	<ul style="list-style-type: none"> • DipSW, CQSW, CSS, NVQ 4 Care NVQ4 Management supervisory aware
Specialist Knowledge	<p>Child Care Skills</p> <ul style="list-style-type: none"> • An awareness of children's needs and rights, and how they can be best met in a residential setting • An awareness of child development and what behaviour is age appropriate to individual children • Knowledge of current child care law, specifically related to children in care • Experience of working with adolescents (11+) • An ability to demonstrate good child care in their own direct work <p>Management</p> <ul style="list-style-type: none"> • Some understanding of and commitment to supervision • Good verbal and written communication skills • An ability to discriminate effectively between those decisions which can be deferred and those which need immediate attention • An ability to make decisions <p>Administration</p> <ul style="list-style-type: none"> • Possession of good literacy and numerical skills 	<ul style="list-style-type: none"> • An awareness of policy and regulations relating to child care • An awareness of the principles of good child care planning • An understanding of management styles • Possession of computer literacy skills
Working Arrangements / Physical Requirements	<ul style="list-style-type: none"> • Clean UK driving licence and ability to drive with young passengers • Due to pressure of the job, good health is required • Willingness to sleep in and work anti-social hours • A commitment and flexibility to work those rotas which meet the needs of the home as a whole • An ability to compromise and work and react calmly • An ability to listen and respond effectively to different situations • Emotionally resilient • Good level of physical fitness (particularly with regard to Restrictive Physical Interventions) 	<ul style="list-style-type: none"> • PCV Licence • Sense of humour