



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Deputy Manager - Short Break Residential Care

GRADE: Band 7

RESPONSIBLE TO: Registered Manager - Children's Short Break Residential Care

RESPONSIBLE FOR: Leading on the effective delivery of Children's Residential Care

Overall Objectives of the Post:

As the Deputy Manager for the Children's Home, you will support the Registered Manager in ensuring the residential workers are actively taking responsibility for the delivery of high quality care; this will include working directly with children and their families as identified within the Care Plan. The residential care staff are an integral part of the Care Team and alongside the Registered Manager, the Deputy Manager will model best practice and lead on interventions to upskill and develop others as required. This role will lead and develop the service to achieve its vision of providing support to children, young people and their families as set out in the Children's Homes Statement of Purpose.

You will ensure care planning and key working duties are of the highest possible standard and in line with the principles of the Children's Residential Care Service. Your role will involve the quality assurance of interventions and direct work undertaken across the service, alongside providing high quality reflective supervision, management and oversight of the residential workers, budgeting tasks, undertaking risk assessments and recording and management of the rota. You will deputise for the Registered Manager in their absence.

Key Responsibilities of the Post:

1. ***You will be responsible for ensuring the high quality delivery of wrap-around residential provision including outreach and family work as identified in a child's Plan. You will achieve this by:***
 - Ensuring that within all practice undertaken by those who work within the Children's Home that the voices of children, young people and families' are heard and valued as part of planning, intervention and decision making as well as ongoing service development. Your role will involve ensuring this is evidenced in all of the work undertaken by the residential workers.
 - Ensuring you and the team work in partnership with colleagues from other agencies to develop and delivered coordinated packages of support as identified in a child's Care Plan.
 - Helping to ensure the service is able to identify and manage need and risk safely whilst supporting children and young people accommodated in residential care.

- Role modelling and developing the skills of staff in the use of preventative intervention models of practice which are effective in reducing young people taking risks and engaging in unhealthy and unsafe behaviours.
 - Role modelling and use a range of evidence based interventions and techniques that are appropriate and effective in meeting the child, young person and families' needs and lead to long term change and sustainability.
 - Leading and quality assuring the packages of intervention and support provided to children, young people and families in response to assessed need and risk as identified in the Care Plan.
 - Lead and ensure residential staff are supported to undertake the tasks as set out in a child/young person's Care Plan and that they are progressed appropriately and within the given timescales.
 - When required and in line with the services need work directly with children, young people and families in a targeted way to directly deliver prevention programmes, health interventions, behaviour management and support one-to-one interventions, evidence-based family interventions and group work which will improve outcomes.
- 2. *You will be responsible for working with children and young people who are accommodated in the Children's Home ensuring the values and principles of the Service are achieved and ensuring the safe and robust practice of the residential workers. In addition to the areas highlighted in section one you will support this by:***
- Ensuring the residential workers are meeting the needs of a child or young person in accordance with their age and stage of development.
 - Ensuring the quality of shift hand-over meetings, records and other residential duties are in line with best practice standards and in line with the Quality Standards for Children's Homes and Children's Homes Regulations.
 - Taking lead responsibility for ensuring the fabric of the building, equipment and grounds meet the Quality Standards for Children's Homes and Children's Homes Regulations, assisting with risk and resource management and Health & Safety requirements.
 - Being accountable, as a deputy manager, for the delivery of the highest possible quality of care that meet inspection criteria in line with the registered manager's status and legal requirements of the post.
 - Providing high quality, regular reflective supervision of the support working in accordance with the overall Children and Families Social Care culture and policy. Within the supervisory role this will include ensuring the practice standards of others are compliant with best practice, where this is not the case you will be expected to address these in line with the Council's sickness, capability or disciplinary policies.
- 3. *You will be responsible for working as part of a team to deliver the Service. You will achieve this by:***
- Providing positive care, support and appropriate boundaries to children and young people. (including personal care).
 - Ensuring you maintain accurate and timely records of all work and interventions, producing reports as required.
 - Working on a flexible basis to ensure necessary cover for the service, which includes regular evening work, weekend work and bank holidays which will be inclusive of sleep-ins. You will also have responsibility for contributing to the development and daily management of an effective and flexible rota which meets the needs of the child/young person's Care Plan.

- Assisting with the budget and financial management of the service in accordance with Council policy and procedure, ensuring best value and accurate recording and spend is adhered too by all parties.
- Working effectively within your team's allocated budget ensuring that value for money is derived from all resources at your disposal and spending is in accordance with budgeted plans and recorded.

4. *You will be responsible for ensuring your practice is in accordance with the organisations values, principles and policies. You will achieve this by:*

- Role modelling best practice ensuring you practice with integrity and that professional judgements promote and are respectful of culture, language, ethnic origin, faith, gender, sexual orientation and disability, so that rights and responsibilities are respected. You will be responsible for ensuring the support workers practice to these standards and are supported to do so. Where practice is not at the required standard you will take action in line with your role as a deputy manager.
- Ensuring you prepare for and attend supervision and annual appraisal with your line manager and that you provide this for others.
- Ensuring you remain current in your practice in relation to the intervention tools and techniques used within your daily work and your management role, ensuring you attend and seek out training, development and research to inform your practice. You will also support the Registered Manager in the learning and development of residential workers ensuring knowledge and skills are routinely refreshed in line with professional development and Children's Homes Regulations.
- Ensuring you are up to date and familiar with current legislative changes and policies and procedures.
- Leading on the cultivation of excellent working relations with the Community, Voluntary and Independent sectors to ensure that new models of service delivery effectively meet the needs of children and young people in the future.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JS/CL

Date: 7.03.19