



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Deputy Manager**

**Vacancy ID:** 011161

**Salary:** £26,999 - £29,636 Annually

**Closing Date:** 16/08/2020

## **Benefits & Grade**

Grade J plus sleepover allowance of £43.47 per sleepover and unsociability is £1,165.25 per annum (£0.60 per hour)

## **Contract Details**

2 x Permanent posts

## **Contract Hours**

37 hours per week

The post holder works as part of a team covering a 24 hour service, 7 days a week; therefore some weekend work will be expected.

## **Disclosure**

The successful applicants will be subject to an Enhanced DBS check

## **Job Description**

Stockton-on-Tees Borough Council and its Children's Homes workforce is committed to providing care to young people that is; a positive experience, offers stability in a safe and warm environment and allows young people every opportunity to reach their full potential in all areas of their lives.

We are looking to recruit on a permanent basis, suitably experienced and qualified individuals to the post of Deputy Manager across our Children's Homes. The candidates will also join an already successful Resource Team that is committed to developing and supporting its workforce and maintaining high standards within its Children's Homes.

We have an experienced and committed workforce and our staff retention is excellent. We strive to offer continuity and stability within our homes for both staff and the young people we care for. The successful candidates will need to be able to demonstrate their understanding of the benefits of authentic warmth, nurture and emotional resilience when working with children and young people.

Ongoing training relevant to the post will be available and support will be provided with regular structured supervision and appraisal.

We are seeking applications for this post from individuals who hold a QCF Level 3 Diploma for Children and Young People's Workforce or equivalent and have worked in a Residential setting with young people who are Looked After.

It is essential that the successful applicants have the ability to work directly with young people who present with complex and challenging behaviour and be skilled in assessing risk, care planning and implementing and monitoring strategies and interventions that reduce risk and improve outcomes for young people.

Applicants must be experienced in supporting or supervising other workers in the setting and understand the requirements of the Children's Homes Regulations 2015, accompanying Quality Standards and Ofsted's inspection framework.

The successful applicants will be responsible to the Registered Manager and assist in the efficient and effective running of the home.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Glyn Armstrong, Registered Manager, on 01642 524791 or Lisa Freeman, Registered Manager, on 01642 528038.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Children's Services</b>		<b>Service Area:</b>  <b>Looked After Children - Resources</b>
<b>JOB TITLE: Deputy Manager</b>		
<b>GRADE: J</b>		
<b>REPORTING TO: : Registered Manager (Children's Services)</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To support the leadership, management and delivery of the Local Authority Children's Home's.  To achieve this the Deputy Manager will support the Registered Children's Home Manager for the day to day management of the home and a staff team of Residential Workers. The home will deliver care for children and young people with people with challenging behaviour.  Alongside the Registered Manager, the Deputy Manager will be responsible for the development and delivery of care plans for those young people.  Key to this is the continued development of the staff team and the services delivered from the home, the identification, collaboration and partner working with young people their families or carers, and others involved in the family or child's care, education and health.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	To deputise in the absence of Registered Manager including upon request, register with Ofsted in order to ensure the smooth running of the home, and the continuation of services that are delivered flexibly, as defined in the Statement of Purpose
	2.	To support the Registered Manager in delivering a service that meets all relevant Statutory Legislation, Codes of Practice and Policy and Procedural Requirements.
	3.	Support the coordination of service delivery, effectively and efficiently from the home.
	4.	To support the leadership, guidance and management and deployment of a team of Residential Care Workers in their role.
	5.	To oversee the production of effective Care Plans, and risk management plans for young people, families and carers.
	6	To contribute to the measurement of performance and report to relevant bodies and agencies on outcomes, and support the continued service development.
	7	In the absence of the Registered Manager to take part in the Local Authorities decision making processes relevant to the client group.
	8	In the absence of the Registered Manager, plan and administer the finances and resources of the Centre within the defined budget.
	9	Deliver regular professional reflective supervision and appraisals to staff members.
	10	To support the Registered Manager in providing effective training to others to enable the service to deliver and develop.

	11	To have a clear understanding and undertaking of safeguarding responsibilities and how to respond in line with relevant procedures.
	12	To embrace the values, behaviours, expectations and general atmosphere in which we work as defined in Stockton Councils Culture Statement.
	13	To undertake monitoring visits and report on the quality of service of externally commissioned services and provisions as and when required.
	14	Participate in the agreed working roster and share the sleep-in duty arrangements if required.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade J using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



## PERSON SPECIFICATION

<b>Job Title/Grade</b>	Deputy Manager	J
<b>Directorate / Service Area</b>	Children's Services	Looked After Children - Resources
<b>Post Ref:</b>	POS010819/POS004119	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
<b>Qualifications</b>	<p>Minimum of QCF Level 3 Diploma for Children and Young People's Workforce or equivalent.</p> <p>To hold the level 5 Diploma in Leadership for Health and Social Care and Children and Young People's services – Children and Young People's Residential Management or equivalent or willing to complete within 18 months of appointment.</p> <p>Must have the ability to meet all requirements as set out in the Children's' Homes Regulations and Quality Standards in order to be able to register with Ofsted as a Registered Manager if required</p>	<p>To hold a Degree in Social Work or equivalent</p> <p>To hold registration with Social Work England</p>	Application form
<b>Experience</b>	<p>To have expert experience and the ability to lead in working with children and young people with complex challenging behaviour.</p> <p>At least one years' experience in a supervisor capacity</p>	Experience of working with young adults with physical and learning disabilities and complex health needs	Application / Interview

<b>Knowledge &amp; Skills</b>	<p>A range of skills and knowledge relevant to working with children and young people</p> <p>To have an understanding of issues facing, young people and parents/carers living with challenging behaviour</p> <p>Expert knowledge of and understanding of the Children's Homes Regulations, Quality Standards and Ofsted's Inspection Framework for Children's homes and experience of implementing this in practise.</p> <p>To provide effective and robust leadership, supervision and performance appraisal</p> <p>Understanding and applying theoretical approaches and evidence based practise in service delivery</p> <p>To be able to create and deliver specific packages of care and support designed and reviewed specifically to meet individual needs</p> <p>To have effective communication and negotiating skills and work in collaboration with others outside of the Centre</p>	<p>Capability to manage budgets and resources</p> <p>Ability to manage change</p>	<p>Application / Interview</p>
<b>Specific behaviours relevant to the post</b>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Honest and good personal integrity</p> <p>Ability and desire to inspire others</p> <p>To work as part of a team and on your own initiative</p> <p>To be an effective and innovative leader</p> <p>Highly motivated and committed</p>		<p>Application / Interview</p>

<b>Other requirements</b>	<p>Flexible and adaptive to the needs of the service, including being available for evening and weekend work as required</p> <p>The post holder must have the capacity for independent travel</p> <p>The job involves working directly with children and young people and therefore is subject to an acceptable enhanced DBS check</p>		Application / Interview
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**Person Specification dated            August 2019**



## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

### **Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.