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|  <b>Stockton-on-Tees</b><br>BOROUGH COUNCIL |   | <b>JOB DESCRIPTION</b>   |  |
| <b>Directorate:</b><br><br><b>CHILDREN'S SERVICES</b>  |   | <b>Service Area:</b><br><br><b>LOOKED AFTER CHILDREN - RESOURCES</b>   |  |
| <b>JOB TITLE: Children's Home Deputy Manager</b>   |   |  |  |
| <b>GRADE: J</b>  |   |  |  |
| <b>REPORTING TO: Registered Manager (Children's Services)</b>  |   |  |  |
| <b>1.</b>  | <b>JOB SUMMARY:</b><br><br>To support the leadership, management and delivery of the Local Authority Children's Home's.<br><br>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.<br><br>Alongside the Registered Manager, the Deputy Manager will be responsible for the development and delivery of care plans for those young people.<br><br>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.   |  |

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|  | 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 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.

|   | Name: | Signature: | Date       |
|---|-------|------------|------------|
| Job Description written by:<br>(Manager)    |       |            |            |
| Job Description agreed by:<br>(Post holder) | ..... | .....      | .....<br>. |

**Job Description dated            July 2019**



## PERSON SPECIFICATION

|                            |                                       |  |
|----------------------------|---------------------------------------|--|
| Job Title/Grade            | <b>Children's Home Deputy Manager</b> | <b>Grade J</b>                           |
| Directorate / Service Area | <b>CHILDREN'S SERVICES</b>            | <b>LOOKED AFTER CHILDREN - RESOURCES</b> |
| Post Ref:                  |                                       |  |

|                | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>   | <b>MEANS OF ASSESSMENT</b> |
|----------------|---|--|----------------------------|
| Qualifications | <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. (Whilst completing the Diploma employees will be paid at SCP 22).</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 the HCPC.</p>         | Application form           |
| Experience     | <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    |

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| <p>Knowledge &amp; Skills</p>                   | <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>Specific behaviours relevant to the post</p> | <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> |

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| Other requirements | <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> |  |  |
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Person Specification dated April 2019