

# Job Description

## For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Children Home Deputy Manager	JEID	L0474
Salary Grade:	Grade K (32,234 - 34,728) plus 23% enhancement for on call, sleep ins and unsociable hours.		
Team:	Children Home		
Service Area:	Corporate Parenting		
Primary Location:	Stratford Upon Avon		
Political Restriction	This position is not politically restricted.		
Responsible to:	Children Home Registered Manager		
Responsible for:	Residential Care workers		

#### Role Purpose

We are opening a new 4 – bed Children's Home for 8-12 years olds. As Deputy Manager you will be supporting the registered manager in setting up and running the home.

The Children's Home Deputy Manager takes a leading role in assisting the Children's home registered manager to maintain the registration standards and compliance with the National Care Standards Act 2000 and Children's Home Regulations 2015.

Ensure the quality of the work of the team in providing Care, Development and Protection of Children in Care.

They will also deputise in the absence of the registered manager. They will take responsibility for being the shift leader, organise rotas and manage staff. The role will include being on call, sleeping in the home (a minimum of one sleep in a fortnight) and working some weekends, early and evening shifts.

## Section B: Generic Role Profile

### Role Responsibilities

- Delegated responsibility for overseeing the day to day smooth running of the home.
- Deputise in the extended absence of the Manager e.g. sickness absence, annual leave.
- Establish individual social, emotional, physical and health needs of the young people through the care planning process. Developing a positive person-centred culture in the home using a model of Restorative Practice.
- Ability to communicate effectively and positively with young people, colleagues, and other professional workers through a wide variety of media which will include written, verbal and electronic means
- Contribute to the development of appropriate relationships with and between staff, young people, families, and other stakeholders, promoting the children and young people's involvement and participation in the day-to-day life of the Home and local community.
- To organise duty rotas to ensure that the needs of the young people are always met.
- Organise, facilitate, and attend training.
- Enable, monitor, and participate in social events both in and outside the home.
- Ensure that the home is fully staffed, and attendance/absence procedures are adhered to; this will include forward planning to cover absences.
- Effective communication within the home so that all staff members have timely information that ensures the delivery of high-quality clinical and restorative informed practice and addresses practice issues.
- An understanding of maintenance of registration standards and compliance with the National Care Standards Act 2000 and Children's Home Regulations 2015.
- Knowledge of the legislative requirements pertaining to high quality care for young people in a residential setting.
- Responsibility for safeguarding and promoting individual rights, providing good quality care which is free from oppression and where differences are respected and valued.
- Ensure that Health & Safety responsibilities are carried out in accordance with the departmental health & safety policy and procedures.
- Recruitment of staff including interviewing and inducting new employees.
- Contribute to a comprehensive staff training and development programme to enable the service to have available all necessary skills and levels of expertise to meet the needs of the young people.
- Report of events or incidents to appropriate bodies outside the home which may be internal colleague's or external organisations.

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	Children Home Deputy Manager
-----------	------------------------------

## Main Tasks

- Provides residential care to a high professional standard, for individuals, families and groups in an anti-discriminatory manner.
- Practices residential care work accountably, within the prevailing legislative framework and Council policies and procedures, and under the supervision of the line manager.
- Deputise in the absence of the Registered manager when required.
- Direct work with children who may have experience multiple placements and trauma.
- Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate.
- Arranges the delivery and monitors the effectiveness of packages of support to meet people's identified needs.
- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Undertakes safeguarding investigations, with suitable supervision, attending planning meetings, case conferences and reviews as required and performs a key working role where appropriate.
- Ensures that all recording of residential care activity is carried out in accordance with policy and procedures.
- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager and contributes to the professional development of colleagues, for example, through mentoring, practice assessing and in being 'team champion' for specific areas of practice.
- Can be available to work within any of the Council's Children homes when these are developed.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

A Relevant Child and family qualification to Level 3 with evidence of substantial experience as a family support worker or a NVQ Level Four or equivalent qualification in a relevant Child & Family subject.	A, I, D
Minimum of 3 years' experience of demonstrably effective work with children and families in a voluntary or professional setting, preferably in a residential children's Home, coupled with delivery of specialist interventions, partnership work and supervisory duties.	A, I, D
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions	A, I, P
An understanding of family dynamics and child development and how parenting/trauma affects the development of the child, as evidenced in case examples.	A, I
The ability to undertake assessment of complex needs and develop, monitor and review appropriate programmes of care and support, involving multi-agency delivery, for and in partnership with clients and carers	A, I
The ability to act on behalf of the Council as an advocate in a formal setting	A, I

The ability to make frequent decisions and exercise initiative independently to fulfil the requirements of the role, as agreed in supervision	A, I
The ability to work under a very high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A, I, P
The ability and experience to cope with intense emotional demands arising from the nature of the client group such as terminally ill clients or cases of child abuse	A, I
Ability to work well with colleagues, including managers, as a member of a team	A, I
Ability to travel across the county. Holds a full clean driving licence with and appropriate insurance cover for business use and has full access to an appropriate vehicle. Willingness to escort children and young people.	A,I,D
To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills	A,I
Ability to communicate fluently, in writing and verbally, with a wide range of people	A, I, P
Agreement to taking on the full responsibilities as set out in the main tasks for a Deputy manager Children Home.	A, I
Proven track record of continuous professional development	A,I
Knowledge of a relevant specialist area, e.g. mental health, attachment etc.	A, I
Ability to train and supervise to work of others.	A, I
Ability to develop and maintain partnerships with internal and external services and organisations to secure best possible outcomes for children.	A, I
Understanding of highly complex needs and issues that children and families may experience, and an in-depth knowledge of and ability to deliver specific evidenced based interventions that are proven to enable and sustain change.	A, I
Ability to work on a flexible basis. Available to work shifts, including some weekends as part of a rota, public holidays. To join holiday activities away from the Home for a number of nights and to cover for emergency arrangements including rota changes and extra sleep-in duties.	A, I
Knowledge of the Children Act 1989 and 2004, Care Standards Act 2000, and Children's homes regulation and quality standards 2015 and working together to safeguard children.	A, I
Satisfactory check through the Disclosure and Barring Service	A, D

### Desirable Criteria

Assessed By:

Level 5 Diploma in Leadership and Management	A, D
Restorative practice training and experience	A, I, D

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the

holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### **Special Conditions**

This post requires the holder to be on call, do varying shifts, which including sleep in's, early morning and late evening work. The post holder also is required to work weekends as part of a rota and Bank Holidays as required.

To meet the needs of children and young people there may be occasions whereby the post holder will be requested to remain on duty at the end of a shift to ensure that safe practice is maintained (The post holder would be compensated for extra time worked).

On occasions you may be requested to change your rota at short notice as an emergency measure, to ensure the contingencies of the service are covered.

As part of the Directorate's mobility arrangements, you may be requested to assist at another Children's Home when necessary.

### **Health & Safety at Work**

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### **Potential Hazards & Risks**

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
x <input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
x <input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	x <input type="checkbox"/> Work with vulnerable children or vulnerable adults

<input type="checkbox"/> Undertaking repetitive tasks	x <input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
x <input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	