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|  | **Job Description** | |
| Deputy Manager (Childcare) | |
| Reporting to:  Period: | Registered Manager  52 weeks of the year |
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Aims of the post:

1. To support the Registered Manager in the day-to-day running of the childrens home.
2. To facilitate and lead the support to Children/Young People for medium to long term planned and emergency placements making effective use of resources and promoting high levels of Child/Young Person involvement as appropriate.
3. To promote Child/Young Person independence and personal development, and provide choice.
4. To comply with all regulatory and legislative requirements at all times and in particular The Children’s homes (England) Regulations 2015 standards for the registration and inspection of Children’s homes.
5. To support the Registered Manager to ensure the smooth an effective running of the childrens home in line with the responsibilities outlined below.
6. To oversee the day to day running of the home in the absence of the manager.

**Key Responsibilities:**

**Leadership**

1. **Support and work alongside the Registered Manager of the Residential Children’s Home in**
2. **Support the manager to oversee the development of the team and the children.**
3. **Support the Registered Manager in the delivery of high quality service provision incorporating care, welfare, safety and security of all children.**
4. **Support the team in managing the day to day tasks of the home, working on shift and during office hours, as the lead person for role modelling and developing good practice and liaising with multi-agency partners**
5. **Ensure that you and the team work in accordance with the Statement of Purpose and Function of the home, updating  relevant Channels and Choices documents as directed by your manager**
6. **Demonstrate effective leadership to direct and support the team to deliver person centred childcare working towards the best outcomes for each young person**
7. **Demonstrate a working knowledge, implement, adhere to and give guidance to other staff on all relevant legislation for Children’s Homes.**
8. **Demonstrate a working knowledge and understanding of the Children’s Homes Regulations 2015, The Quality Care Standards and the SCCIF, under which each home is measured and judged against and promptly implement any recommendations or address requirements to improve the service after any Ofsted inspection.**
9. **To ensure that you and the staff team implement and adhere to Channels and Choices Safeguarding Policy, Working Together 2019 and Local Authority Safeguarding procedures**
10. **Work cohesively and in partnership with team members and other professionals**
11. **Ensure Local Authority Social Workers are notified of all significant events, incidents, important changes and physical interventions within 24 hours.**
12. **Ensure that young people receive a sensitive residential service which best meets their individual social, racial, psychological, educational, cultural, physical identity and health care needs**
13. **Undertake all administrative tasks necessary for the effective running of the home within Channels and Choices Policies and Procedures.**
14. **As directed by your Manager ensure that the home is fit for purpose by ensuring that Fire Regulations and Health and Safety Regulations are met, Quality Assurance and Regulation 44 Reports action points are addressed promptly.**
15. **Supporting the Manager in the performance and development of staff by conducting regular supervisions and annual appraisal process**
16. **Participate effectively in the on call duty system.**
17. **Complete appropriate training within the required timeframes, ensuring that an up to date training record is maintained.**
18. **Undertaking other duties as may be deemed appropriate from time to time.**

**Care practice**

1. To support the manager to ensure that all Children/Young People have an up-to-date individual support plan, this is regularly evaluated and actively involves Children/Young People in the preparation of it.

2. To support the manager to ensure all risks associated with care and support e.g. manual handling, mobility, challenging behaviour, H&S issues are identified and correctly actioned, ensuring the safety of the Children/Young People and Colleague.

3. To support the manager to monitor the delivery of care and support given by all Colleagues ensuring that the physical, social, psychological and emotional needs of Children/Young People across both settings are recognised, assessed and met.

4. To ensure Children/Young People receive care from the primary health care team and specialist health workers when required.

6. To support the manager to arrange and oversee regular reviews with social workers, Children/Young People, relatives and key workers.

8. To support the manager meet professional and legal responsibilities with regard to the storage, handling and administration of medication.

**General Management**

1. To understand, communicate and implement the requirements of The Children’s homes (England) Regulations 2015 National Minimum Standards and guidelines across both settings.

3. To personally have a full understanding and working knowledge of all Phoenix Learning and Care policies and procedures, support their development and ensure that all these policies are applied at all times.

4. To effectively co-manage both home’s financial budgets and targets and ensure that policies and procedures relating to Children/Young People monies/valuables are rigorously adhered to.

6. To ensure that the Colleague rota meets the needs of the Children/Young People’ support packages and that the numbers of Colleague and skill mix are appropriate.

8. To support the manager to control sickness absence by always conducting back to work interviews and correctly applying company policy.

10. To liaise effectively with Head Office/Support Service Departments, building good working relationships, as required for the good operation of the home.

11. To ensure the security and confidentially of records and information relating to both homes.

13. To ensure that Children/Young People have access to their support plan information.

14. To support the manager to ensure there is an annual training plan detailing planned training for all Colleagues including statutory training.

15. To support the manager to ensure that the time sheets are correctly completed by Colleague and sent to payroll on time.

19. To participate in the On-Call rota for the defined Cluster of Homes/Services on-call

21. To ensure the home is adequately supported during the registered managers absence.

**External relationships**

1. To establish and maintain good relationships with all stakeholders of the service including Children/Young People, friends, relatives, purchasers, referring agencies, the local community, regulators, Supporting People and any other parties with whom Phoenix Learning and Care has dealings and challenges where appropriate to ensure that the Child/Young Person needs are met in line with the appropriate Care plans.

2. To always represent the home in a professional manner.

**Person Specification**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **SKILLS &**  **EXPERIENCE** | General   * Excellent communication skills   Support   * Children/Young Person assessment skills including risk assessment   Colleague   * Minimum 1 year’s experience of Leadership and Team management in a care role. * Experience of leading and managing Colleagues, * Rota management * Understanding of budget management * Participated in colleague recruitment | 1. Supervisory experience within a childrens home.  * Ability to Train, tutor, mentor and assess others | Application Form/Interview/ References  Application Form/Interview/ References  Application Form/Interview/ References |
| **EDUCATION & TRAINING** | * Diploma Level 4 in Residential Childcare, or equivalent * Evidence of Continued Professional development | * “Trainer” accreditation for specific courses with ability to cascade throughout the Group. * NVQ assessor’s award. | Certificates/Portfolio |
| **SPECIFIC KNOWLEDGE** | 1. Knowledge of the Children’s Home (England) Regulations 2015 2. Knowledge of health, safety and risk assessment 3. Understanding of budget management |  | Interview |
| **PERSONAL ATTRIBUTES** | * Has integrity and is of good character * Motivated and driven * Flexible & reliable * Approachable and consistent * Ability to communicate and lead a team * Sense of humour, patient and compassionate |  | Interview |
| **ADDITIONAL REQUIREMENTS** | 1. Car Driver + own transport 2. Willingness to contribute to on call system 3. Computer literate with Microsoft office (Word/Outlook) and specific databases 4. Passion to provide an excellent quality of service | 1. Knowledge of local area 2. Excel/PowerPoint skills 3. Presentation Skills | Driving Licence/ Interview/ Application Form and CV |