

# Deputy Manager

## Grade 10

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities.
- Be healthier and more independent for longer.

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions.
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

In Staffordshire we want to improve the lives of all children and young people. We are using a whole system approach to enable children to be happy, healthy and safe. We are supporting families to stay together so that children can remain within a home environment wherever possible. Our vision is to create one system, that places children and their families at the heart of all that we do. Where support is required for some families, access to this will be local. Accessible and make a difference and specialisms will work to enhance those offers.

Our Children's Social Care workforce is passionate and committed to improving outcomes for children in Staffordshire by providing a consistent, high-quality service to children and families, together with excellent working relationships with our partners and the support from a stable leadership and management team. We are committed to a culture of shared learning and development in which everyone has a part to play to ensure that our services to children and families focusses on positive outcomes.

Our Residential Social Care Services are responsible for the delivery of providing a range of placements and provision to children and young people within Staffordshire. We deliver these via a range of building-based facilities working within statutory guidance and registered by Ofsted. Residential staff aspire to provide advice, assistance and support to children and young people to attend to their practical, physical and emotional needs. To act as an appropriate role model and to work closely with them to enable them to achieve their potential.

The settings include:

- Long term placements
- Short term assessment placements
- Short Breaks for children and young people who are on the 'Edge of Care'.
- Short Breaks for children and young people with a disability.

## **Reporting Relationships**

**Responsible to:** Registered Manager

**Responsible for:** Residential Workers, Outreach workers, Residential Nightworker.

## **Key Accountabilities:**

- To support and work alongside the Registered Manager in the effective day to day running of the residential children's home, to be responsible for a team of staff and work allocations and to be responsible for all aspects of the residential premises.
- To support encouragement of individual young people to achieve their potential and live life to the full in a safe, caring, consistent environment in which growth and independence are encouraged and nurtured.

- To ensure that you and the staff work in accordance with the Statement of Purpose that governs the function of the home, and it accurately reflects the ethos and stated aims of the home and is regularly reviewed and updated as directed by the Registered Manager.
- To assist the Registered Manager in ensuring that correct compliance with all relevant legislations, statutory regulations and Quality standards including those matters that require Ofsted notifications, inspection recommendations and learning from reg 44 reports.
- To work collaboratively and in partnership with the children, team members and other professionals (Police, Social Workers, Education and Health) to contribute and monitor the multidisciplinary assessment of children's needs, support children to ensure their needs are met and for them to reach their full potential as outlined in their care plans.
- Where appropriate, to deputise for the Registered Manager ensuring that all financial transactions are certified for payment and conducted within financial regulations and Departmental guidance.
- Monitor the implementation of care plans in respect of all children and promote increased participation by children and their parents in their own care planning and other relevant forums to ensure a high-quality care and support for the children.
- To assist the Registered Manager in ensuring that staff in the establishment maintain appropriate records in accordance with departmental guidelines and procedures.
- Monitor and ensure that the use of physical intervention is in accordance with the Departmental Guidelines and Procedures whilst ensuring the safety and wellbeing of all young people including safeguarding and child protection.
- Ensure that the care provided by the establishment is within current legislation departmental policies, procedures, practice guidelines and is also appropriate to the assessed needs of the resident children and young people. To include appropriate matching of children who will be placed in the home.

- To ensure that all case file audits for individual children are carried out monthly and work with the staff to address any shortfalls and coordinate and be responsible for the actions being completed.
- To ensure medication is administered to individual young people and ensuring that an adequate supply of prescribed medication, medication is stored in line with policy and legislation and that there are regular stock audits.
- Monitor and ensure that buildings and furnishings are maintained to an acceptable level and to be responsible for some general housekeeping duties including household chores to ensure that the residential home is operating to a high standard.
- To undertake any other duties required by management, which are commensurate with the grading of the post.

### **Other information**

1. This includes covering at other homes across the county which could be at short notice.
2. To be available to work unsocial hours including weekends and bank holidays.
3. To share sleep-in duties
4. To be part of the of the 'on call rota' for all homes across the service
5. Casual Car User

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service

### **People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

**Health and Safety**

Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.



The content of this Job Description and Person Specification will be reviewed on a regular basis.


## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>Level 3 Diploma for Children, Young People Workforce (QCF) or equivalent</li> <li>Demonstrate willingness to undertake QCF level 5 in Leadership &amp; Management, if not already achieved.</li> </ul>	A  A
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Residential childcare or related social work experience</li> <li>Understanding of Children Act</li> <li>Knowledge and ability to undertake direct work and make appropriate decisions in line with professional accountability.</li> <li>Knowledge of current regulations, attitudes, thinking and practices in providing quality short breaks care for children &amp; young people</li> <li>Evidence of successfully managing including supervision and development of staff.</li> <li>Demonstrable experience with Ofsted inspections and the inspection framework</li> <li>Strong commitment and experience of inter-agency partnership working.</li> </ul>	A/I  A/I A/I A/I  A/I A/I A/I

	<b>Skills</b> <ul style="list-style-type: none"> <li>• To demonstrate skill in providing care needs for children.</li> <li>• ICT literate in a range of Microsoft software</li> <li>• To demonstrate skill in communicating effectively, both verbally, non-verbally and in writing.</li> </ul>	A/I/T  A/I/T
	<ul style="list-style-type: none"> <li>• The ability to create meaningful and purposeful relationships with children who have experienced trauma.</li> <li>• To work as a member of a team, to be able to demonstrate skills in motivation, persuasion and negotiation; to demonstrate assertiveness.</li> <li>• To demonstrate skill in anticipating and diffusing or dealing appropriately with situations involving verbal and physical conflict</li> <li>• To provide appropriate recreational activities</li> <li>• Commitment and ability to demonstrate restorative approaches to working with Families and Children.</li> <li>• A commitment to continuous professional development and any relevant training programs and conferences</li> </ul>	I/T  A/I/T  I/T  I/T  I/T  I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300