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|  | **Deputy Manager**  **Grade 9** |  |

**Our Vision –** A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

**Our Outcomes –** Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier, and more supported in their community

**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 organization 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

**Vision Statement for Children and Families**

‘To work with partners and families in Staffordshire to enable vulnerable children and young people to be safe and secure; to promote physical and emotional well-being and to help them achieve their full potential within their communities’.

This shared vision has been developed by a range of people involved in and committed to high quality, strong and effective children and families’ services in Staffordshire. It incorporates views and ideas from managers, front-line practitioners and service users who will be the key contributors to making the vision a reality.

**Purpose and values of working with children and families**

Children and Families work closely with partner organisations and our approach is built on the firm foundations of an integrated ‘team around the family’. We facilitate local support and evidence-based intervention for children and families to prevent needs escalating to a level requiring statutory specialist services. Where specialist services are needed, we ensure that timely and effective decisions are made to secure the best outcomes for a child’s future.

Our staff and services are based in localities to provide easy access to families and we work with schools and academies, with Police, health services and a range of other partners through our Local Support Teams to prevent children, young people and families requiring more intensive support.

**Our Core Purpose** – What we do to help vulnerable children and young people in Staffordshire:

* Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop effective and efficient services.

We’ll know we have succeeded when we can provide evidence that we are achieving

our core purpose within the resources available.

* Work with children, young people and families that are at risk of their needs escalating to a level that requires statutory intervention.

We will invest in services to prevent needs escalating and will recognise that children’s needs are best met within their own family and community, where this is safe to do so.

We’ll know we have succeeded when an increased proportion of children, young people and families report improved outcomes.

* Involve and engage children, young people and families in aspects of the services that we develop and deliver.

Children and Families is committed to involving and engaging children and young people, and we will ensure that our services continue to be fully responsive, that practice is focused on children and young people’s needs and that their views are built into the design and delivery of services from the outset.

We’ll know we have succeeded when children, young people and their families tell us they are satisfied with our services; that they feel involved and we can provide evidence of where we have acted on service user feedback.

* Share responsibility with partners to achieve positive outcomes for children and young people.

Working with our partners we will deliver services to children and young people to achieve positive outcomes that respond to and meet individual and locality needs.

We’ll know we have succeeded when we have evidence to show that shared outcomes have been achieved.

**Looked After Children’s Service**

The Service’s function is to ensure that all Staffordshire’s Looked After Children and Care Leavers achieve their full potential. The Service works in partnership with children, families and other professionals to promote resilience and improved outcomes for children by providing and supporting non-stigmatising, stable placements and after care arrangements.

**Disability Resources**

The Service’s function is to provide a range of flexible short breaks to meet the needs of disabled children and their carers.

Short breaks take place during the day, evening, overnights, or weekends, and activities and can take place in the Resource Centre, Family Link, home or community setting.

Disability Resources work closely with disabled children, their parents and carers and a range of other professionals, including Independent Futures, to facilitate short break packages to provide a range of positive opportunities for disabled children and give parents and carers a break from their caring responsibilities.

**Stafford Short Breaks Service**

The purpose of the service is to provide a safe and secure environment that promotes the welfare of children who are considered to be on the ‘edge of care’ and at risk of becoming looked after. The service contributes to the development of the young person’s prevention plan. We partner Families First ‘Intensive Prevention Service’ (IPS), the young person’s Social Worker and other relevant agencies.

We work holistically with the young person and their family to fulfil their assessed needs and plans for the young people, to focus interventions not only across services but within the community and family environment to support families to remain together.

We aim to build resilience and stabilise the family’s situation so that young people can remain at home.

**Reporting Relationships**

**Responsible to: Registered Manager**

**Key Accountabilities:**

* Within existing procedural requirements to assist the Registered Manager in ensuring that residential staff undertake their responsibilities in respect of the system for the control of admission to and discharges from short breaks establishments.
* To assist the Registered Manager in ensuring that reviews of children and young people are undertaken at the frequency agreed within child care plans and within statutory requirements.
* Monitor the implementation of care plans in respect of all children in the establishment’s care and promote increased participation by children and young people and their parents.
* 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 “measures of control” are in accordance with the Central Government and Departmental Guidelines and Procedures.
* To ensure in conjunction with the Registered Manager that the establishment is appropriately staffed according to the agreed level for the establishment by assessing in the recruitment process, liaising with HR staff and for the maintenance of appropriate rota arrangements.
* To assist the Registered Manager in arranging for the induction of all care staff to the residential establishment and their responsibilities regarding procedural and regulatory requirements.
* Through the agreed process ensure, with the Registered Manager, that buildings and furnishings are maintained to an acceptable level.
* To assist in ensuring 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.
* Together with the Registered Manager regularly supervise all residential staff and maintain a written record of issues discussed and decisions reached and identify staff development needs.
* To be responsible for provision of professional supervision to an agreed number of staff in the establishment.
* To assist the Registered Manager in ensuring that regular staff meetings are held in accordance with Departmental guidelines.
* Identify and resolve (where possible), operational difficulties and propose solutions for consideration by the Children’s Service Manager.
* To promote clear lines of communication and consultation for residential staff.
* Inform and consult with the relevant Registered Manager and Care Management Staff regarding any operational difficulties which involve staff they have a responsibility toward.
* Liaise with other service providers and Assessment and Care Managers (e.g. family placement services for young people, adoption and resettlement), to encourage an effective partnership in the planning of care for children and young people.
* To assist in the maintenance of appropriate records to provide accurate information relating to use of the accommodation, to inform longer term planning. (Admission, reasons, choice/appropriateness of placement, lack of availability/appropriate resources, length of placements etc.)
* To assist the Registered Manager in implementing Departmental Procedures/Guidelines to ensure that all children, young people and staff are aware of the Children’s Complaints Procedure.
* To assist the Registered Manager in the responsibility they have for matters relating to discipline, grievance and industrial relations.
* To assist in the promotion of good relationships with local members of the community and wherever possible, to take immediate remedial action to resolve difficulties.
* To assist the Registered Manager in implementing any action required as a consequence of a statutory visitor’s report.
* To assist the Registered Manager in providing out of hours advice to staff as appropriate.
* To assist the Registered Manager in ensuring that a programme of regular children’s meetings as arranged and that issues raised are brought to the attention of appropriate staff.
* Where appropriate, to deputise for the Registered Manager in ensuring that all financial transactions are certified for payment and conducted within financial regulations and Departmental guidance and to hold responsibility for budgetary control of those budgets allocates to the Unit.
* To undertake NVQ duties in respect of obtaining A1 and V1 Awards.
* To act as a Practice Teacher for Students on placement.
* To undertake any other duties required by management, which are commensurate with the grading of the post.

**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 Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Council’s 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

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| **Minimum Criteria for Two Ticks \*** | **Criteria** | **Measured by**  A=assessed at Application  I=assessed at Interview  T=assessed through Test |
| **Graphical user interface, application  Description automatically generated** | **Qualifications/Professional membership**   * GCSE or equivalent in 5 subjects, including English and Math’s * Relevant social work or social care professional qualification or NVQIII Caring for Children & Young People / Level 3 Diploma for Children, Young People Workforce (QCF) * Demonstrate preparedness and commitment to undertake QCF level 5 in Leadership & Management | A |
| Logo  Description automatically generated  Logo  Description automatically generatedLogo  Description automatically generated  **Graphical user interface, application  Description automatically generated** | **Experience and Knowledge**   * Leadership skills * Residential childcare or related social work experience of minimum of two years. * IT literate * Basic understanding of Children Act * Understanding of reasons children become Looked After * Understanding of Child Protection issues * Knowledge of current regulations, attitudes, thinking and practices in providing quality short breaks care for children & young people | A/I |
| **Graphical user interface, application  Description automatically generated** | **Skills**   * To demonstrate skill in providing care needs of children receiving short breaks * To work with other professionals * To demonstrate skill in communicating effectively, both verbally, non-verbally and in writing. e.g. to write assessment reports, court reports, incident reports etc. to have discussions with parents, youngsters, colleagues and other professionals, present cases and pass on information coherently * To create meaningful and purposeful relationships with children who have been damaged by life experiences * To work as a member of a team, to be able to demonstrate skills in motivation, persuasion and negotiation; to demonstrate assertiveness * To manage challenging behavior * To demonstrate skill in anticipating and diffusing or dealing appropriately with situations involving verbal and physical conflict * To learn from experience * To prepare and actively participate in the supervision process * To work within legal constraints and Departmental Policies and Procedures * To provide appropriate recreational activities | A/I/T |
| **Graphical user interface, application  Description automatically generated** | **Other**   * To be physically function to restrain * To be available to work unsocial hours including weekends * To share in sleep-in duties | I |

**employer_small**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 center 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 the **HRSSC Recruitment Team on 01785 276480**

**Shared Services on 01905 947446**