



## Deputy Manager Job Description | Anderida

<b>POST:</b>	DEPUTY MANAGER (2/3 bed home)
<b>SALARY:</b>	£21,666-£23,614 Depending on experience, qualifications, and occupancy. (Plus £69.79 sleep-in allowance per night, or up to £8,828.44 per annum)
<b>LOCATION:</b>	EAST SUSSEX
<b>HOURS:</b>	160 HRS PER 4 WEEK ROTA (40 HRS PER WEEK TO BE WORKED ON A FLEXIBLE BASIS)
<b>REPORTS TO:</b>	BOARD OF DIRECTORS/RESPONSIBLE MANAGER

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### OPPORTUNITIES:

- Source the best talent and create a strong core team within the home you manage
- Take an active role in organisational development and growth
- Gain Therapeutic Qualifications
- Develop and take forward special interests under the umbrella of the service and it's users

### MAIN PURPOSE OF JOB:

To assist the responsible Manager in overseeing residential childcare for young people. The post holder will support the operational, financial and performance management for this service and will be accountable to the organisation for the delivery of high quality therapeutically orientated services.

The Deputy Manager.

- Will contribute to the co-ordination, management, strategic development, organisation, and delivery of good, high quality childcare practice, in accordance with Anderida Adolescent Care policy and procedure, through assessing needs, deciding on service priorities and allocating resources accordingly.
- Will represent the needs of the organisation's clients at appropriate strategic meetings, groups and boards as agreed with the Directors.
- Will contribute to effective management of staff performance and support in often volatile and stressful situations.
- Will provide formal and informal supervision to the core staff team based at the home on a 4 weekly basis.
- Will ensure that the home is managed to meet all aspects of internal monitoring, inspections, and Ofsted external inspections.
- Will demonstrate commitment in ensuring a high quality of service consistent with Anderida Adolescent Care's Aims and Objectives, ensuring that Company Policies and Procedures are complied with and legal and ethical obligations are met under the Children Act 1989, the National Care Standards Act 2000 and the Every Child Matters Framework.
- Ability to demonstrate a concrete commitment to equal opportunities and anti-discriminatory practice.

## KEY RESPONSIBILITIES:

- 1) To take a lead in the setting and reviewing of the aims, objectives, standards, and strategies of the organisation, to provide a high standard of care to our clients.
- 2) To ensure the physical and personal needs of residents are always met, including:
  - a) Providing for their basic needs
  - b) Providing for their social, emotional, cultural, religious, and recreational needs
  - c) Participating in the formulation of care plans
  - d) Developing individual guidelines and individual risk assessments
  - e) Promoting participation in educational and training activities
- 3) To promote the development of each client by creating a warm, caring environment in which their physical and emotional needs will be met.
- 4) To encourage and support sensitive and positive relationships with both staff and peers.
- 5) To oversee and ensure the correct recording and reporting of all relevant client care is accurate, up to date and of good quality whilst protecting the rights and interests of the client.
- 6) To participate fully in the working rota, including sleeping in duties when required and on call duties as directed.
- 7) To take responsibility for leading the shift when on duty.
- 8) To ensure all handover and allocated tasks are completed promptly on a daily basis.
- 9) To work in accordance and within the principles and ethos of Anderida Adolescent Care.
- 10) To identify development and training needs for the dedicated unit core team.
- 11) To remain knowledgeable and up to date with changing practice and legislation and wherever possible, make full use of all training and developmental opportunities offered.
- 12) To maintain and ensure good professional standards and attitudes towards the care and treatment of our clients.
- 13) To lead a team of Project Workers through guidance and modelling and to develop a practice culture as directed by the Unit Manager.
- 14) To participate in the decision-making process of the home, including case conferences, LAC reviews, care planning, staff meetings and residential meetings.
- 15) To actively promote the role of the home; positively liaising with the local community.
- 16) Maintain good relationships and clear lines of communication with professional agencies and departments, providing specialist advice and support where appropriate.
- 17) To work with others to undertake and promote research-based practice.
- 18) To contribute to the recruitment and induction of new staff to all posts within the homes, according to relevant procedures.
- 19) To lead and ensure that other aspects of personnel management take place, including monitoring of annual leave, staff activity and take prompt action regarding concerns in staff performance in conjunction with the Board of Directors.
- 20) Maintain adequate cover within the home in accordance with the rota and to undertake on-call duties as required.
- 21) Ensure and maintain effective lines of communication between the home and Head Office.
- 22) Maintain accurate accounts, budgets, and financial records throughout the home.
- 23) Ensure that the material standard of the home is maintained and that any repairs or redecoration are reported to the responsible Manager.
- 24) required To participate in staff development and training programmes (on some occasions delivering training programmes), including formal and group discussion and encouraging and supporting staff in their development and training.
- 25) To provide formal and informal supervision meetings for a section of the core team ensuring that these are consistent in line with Anderida policies, positively re-enforcing and constructively addressing practice issues.
- 26) To induct new staff in line with the Children's Workforce Development Council's Induction Standards.
- 27) To complete six monthly CHAT's / PDP's with supervisees for whom you are responsible.
- 28) To keep abreast of developments in theory and practice of childcare.

- 29) To regularly update and refresh yourself on Anderida policies and procedures.
- 30) To chair and take an active part in team meetings and management meetings.
- 31) To undertake any other duties, responsibilities and related tasks as delegated by the Board of Directors/Manager, which may vary from time to time.

## **CONTACTS:**

In all contacts, the post holder will be required to present a good image of the Directors and the Organisation as well as maintaining constructive relationships

### Internal

All Mentors, Senior Mentors, Deputies, Home Managers, Office, Education and Assessment Centre Staff, Directors

### External

Service Users, Youth Offending Teams, other children's colleagues (integrated services, education, youth service)

## **NOTES:**

This post is subject to an enhanced Disclosure and barring checks under the arrangements established by the Disclosure and Barring Service.

Anderida Adolescent Care reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all clients and employees and is consistent with the Anderida Adolescent Care Equal Opportunities policy.

This post is one of continual development and the post holder will be encouraged to develop their skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.

Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.

All employees are required to work in a confidential manner in all aspects of their work.

## **PERSON SPECIFICATION – DEPUTY MANAGER**

**Method of Assessment:** Application Form, 1000 word supporting statement and formal, panel interview

### **Skills and Abilities**

- a) Ability to lead a team with a range of backgrounds and experiences in the planning and delivery of positive care for young people in residential care;
- b) Ability to manage and co-ordinate the development of the home and companywide residential care system;

- c) Highly developed verbal and written communication skills, including the ability to communicate complex and sensitive information to clients, families and colleagues;
- d) Ability to contain organisational stress and stress of others;
- e) Ability to remain calm in a pressurised and stressful environment maintaining an open dialogue with colleagues and young people;
- f) Ability to act decisively and make valid decisions when under pressure

#### **EXPERIENCE**

- a) A minimum of four years residential childcare experience is essential.
- b) Significant experience in a supervisory role is essential.
- c) Experience in the field of management within the residential childcare sector is desirable.
- d) Experience in delivering in-house assessments (care assessments, risk assessments etc) is essential.

#### **KNOWLEDGE**

- a) An in-depth knowledge of relevant childcare legislation, procedures and responsibilities is essential.
- b) An understanding of supervision and management theories and approaches are essential.

#### **QUALIFICATION / S**

- a) NVQ 3/Level 3 Diploma in the Care of Children and Young People, or equivalent, is essential.
- b) Level 5 Diploma in the Care of Children and Young people, or equivalent, is desirable but a commitment to undertaking this qualification is essential.
- c) A professional qualification in the field of childcare, psychology or equivalent is desirable.