

## Job Description

<b>Role title</b>	Deputy Manager
<b>Reporting line</b>	Registered Manager
<b>Division</b>	Children’s Residential West

### Role Purpose

At Cambian, our vision is to inspire lives and to continually develop them. And not just the individuals in our care but their families and communities too! As a leading provider of behavioral services to Children, we are making sure that the support we offer is constant, reliable and of the highest possible quality at all times

As such, the purpose is clear, to assist the Registered Manager in achieving the aims and objectives of the Statement of Purpose. To deputise in the absence of the Registered Manager. To support and manage the staff to enable them to meet the needs of the children and young people. To undertake direct work with Children and young people as appropriate. To be the responsible person in managing child protection concerns and complaints. To work in partnership with other professionals to achieve optimum outcomes for young people. To offer supervision and support to senior staff in line with National Minimum Standards.

Key Focuses:

- Always looking for ways to innovate and improve
- Safeguarding those in our care
- Contributing positively to the lives of others
- Maintaining accountability for engagement of all
- Supporting the development of colleagues and the empowerment of service users

### Our Values

- **Friendly**
- **Positive**
- **Innovative**
- **Empowering**
- **Person-Centred**

These values are more important than where we have worked or the positions we have held.

They underpin the decisions we make and the actions we take

### Duties & Responsibilities

**Providing care for young people whilst continually demonstrating our values by:**

- Taking a leading role to ensure that each member of staff is aware of each child’s placement plan and their responsibilities for its implementation
- Attending childcare reviews and planning meetings to provide information and achieve best outcomes for young people
- Undertaking direct work with young people and acting as an appropriate role model.
- Developing innovative systems in which young people are consulted about the quality of care they receive to create a culture of dignity and inclusion

- Maintaining accurate written records in logs, continuation sheets and files both to record information and enable regular monitoring and evaluation to take place
- Working in partnership with parents, carers and other professionals to safeguard and promote the welfare of young people.
- Chairing children's meetings and facilitating consultation with young people generally
- Acting as an appropriate adult at PACE interviews
- Developing in consultation with young people and staff routines in relation to all aspects of child care
- Creating rotas which fit best with children's needs and which allow proper handovers between shifts
- Ensuring that there are appropriate and adequate reporting and recording system in place to comply with National Minimum Standards
- Attending to all administration issues in relation to the Home and the provision of weekly management information reports for HQ

**Contribute to your team whilst demonstrating our values by:**

- Providing managerial control and direction in relation to staff duties and responsibilities.
- Assisting with the recruitment and retention of staff including induction training for new staff into the home
- Supervising new starters during their probationary period and ensuring our values are being displayed correctly
- Developing a management style that balances the need to exercise control and give direction with the need to offer staff the opportunity to take decisions
- Taking responsibility for planning shifts and ensuring their smooth running when on duty.
- Providing consultation and informal advice and support to staff in relation to day to day matters.
- Offering 1:1 supervision to staff in line with National Minimum Standards and identifying and progressing individual training and development needs of staff in the context of their personnel development plans
- Undertaking annual appraisals of staff and addressing issues in relation to conduct and competence of staff
- Conducting management investigations when required.
- Assisting the Registered Manager in promoting personal and professional development through the appropriate delegation of duties and responsibilities.
- Contributing to team and staff meetings to facilitate good communication and staff development
- Ensuring staff work within the Homes policies, procedures and National Minimum Standards requirements
- Clarifying expectations in relation to maintaining the Home in a clean and orderly condition
- Assisting the Registered Manager in the implementation of all aspects of the Statement of Purpose
- Contributing to the devising, implementing and evaluation of changes with the involvement of front-line staff to continually improve services, systems and standards, in conjunction with the Registered Manager and the Senior Management team
- Deputising in the absence of the Registered Manager
- Driving company vehicles – subject to policies and procedures
- Ensuring that resources are allocated appropriately and financial records are accurately maintained
- Receiving supervision in line with National Minimum Standards and to taking responsibility for personal development and progress of individual training needs
- Carrying out all other reasonable tasks or directed by the Registered Manager

**Be innovative to promote efficient and effective allocation of resources whilst demonstrating our values by:**

- Ensuring adequate staffing levels that meet the needs of the Home
- Maintaining budgets effectively and monitoring the use of finances properly including petty cash returns and weekly attendance records
- Ensuring that company vehicles are clean and regularly maintained
- Monitoring closely the fabric of the building (including fixtures, amenities and grounds) and taking remedial action where necessary

## Safeguarding

All colleagues bear responsibility to protect and safeguard vulnerable individuals at risk. All colleagues are required to attend safeguarding awareness training and additional appropriate training whenever required

## Pre-Employment Checks

All colleagues must be willing to undergo a full background check prior to starting in post.

This will include:

- Enhanced Disclosure
- Right to Work Checks
- Full Employment History going back to the age of 11
- Reference contact information for all roles within the past three years and all roles that involved working directly with children or the vulnerable going back to the age of 11
- Overseas police check (if applicable)

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Values</b>	<b>Friendly Positive Innovative Empowering Person-Centred</b>	
<b>Qualifications &amp; Accreditations</b>	<b>NVQ Level 3 in Caring for Children &amp; Young People of Equivalent Desire to work towards obtaining NVQ Level 4</b>	<b>NVQ Level 4  Full Clean UK Driving License  Management/Supervisory Qualification</b>
<b>Knowledge &amp; Skills</b>	<b>National Minimum Standards  Children Act and other relevant legislation  Awareness of Equal Opportunities/ADP issues  Team Building Skills  Supervision Skills  Ability to manage teams effectively  Ability to communicate both verbally and in writing  Understanding the needs of BESD children including managing challenging behavior  Excellent organisational skills  Ability to motivate and enthuse staff</b>	<b>Counselling  Training  Drugs Awareness</b>
<b>Experience</b>	<b>12 months relevant supervisory</b>	<b>Acting as an appropriate adult (PACE)</b>

	<p><b>experience</b></p> <p><b>12 months experience working in a residential setting with young people with challenging behavior</b></p>	
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