# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Deputy Homes Manager

# Department: Children’s Services

# Grade: [Single Status 10/11](https://www.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# Responsible to: Manager/Registered Homes Manager

# Responsible for:

# Purpose of the Role:

To support the Registered Homes Manager in the day to day running of the residential home and the effective deployment, management, training and supervision of staff within the team; and to deputise for the RHM in their absence. Lead responsibility to ensure best practice and outcomes for the young people in your care which will include regular presence on shift and some weekend working.

We ensure that children and young people are offered the same opportunities as their peers, and the team promote opportunities for children and young people to reach their full potential, including wherever possible to learn independence skills.

The underlying ethos is that every child is treated as an individual with dignity and respect, supporting children and young people to achieve positive outcomes. Children and young people are supported to maintain strong links to family where appropriate, and we support our children and young people to attend local schools, improving young peoples’ outcomes in relation to their health (physical and mental), education, employment, social and transition to adulthood.

# Key tasks:

1. Contribute to the day-to-day management of the home in line with the requirements of the Ofsted Inspection Framework, the Children’s Homes Regulations, and the Quality Standards 2015.
2. Responsible for the safeguarding and welfare of the young people in your care as outlined in the above statutory framework. You are responsible for improving young peoples’ outcomes in relation to their health (physical and mental), education, employment, social and transition to adulthood.
3. Assist the Registered Homes Manager in the recruitment and selection of staff in line with the requirements of the Warner Report and East Sussex County Council’s policies and procedures.
4. Responsible, together with the Registered Homes Manager, for initiating and implementing robust individual childcare plans and risk assessments in order to keep young people safe in line with the overall looked after childcare plan for the young person.
5. Lead responsibility for monitoring and improving the quality of services and outcomes by providing high quality staff supervision and appraisals, coaching and mentoring, and to ensure high levels of performance are maintained by all staff.
6. Support the Registered Homes Manager in ensuring that Ofsted Inspection Framework, Children’s Homes Regulations and Quality Standards 2015 are adhered to. To contribute to the development of all the home’s policies and procedures, including the Statement of Purpose and the children’s guide. To monitor the full range of records for Regulation 44 and 45 reports to ensure that they are complete, accurate and up to date, including training programmes for staff.
7. Arrange rotas to ensure adequate staffing levels are maintained to support the needs of the home in line with the Children’s Homes Regulations and Quality Standards 2015. To carry out management on call duties as required to meet the needs of the service.
8. Carry out the role of deputy Controller of Premises and ensure necessary robust risk assessments are carried out by all staff in accordance with departmental Health and Safety procedures and safeguarding children’s policy and practice.
9. Work in partnership with children’s social workers, other multi agency childcare professionals, families, providers of health and social care services and the community to achieve good outcomes for the young people in your care.
10. Organise and co-ordinate services, referrals and case planning including chairing of meetings to provide an appropriate package of care and ensuring both staff and young people participate in their individual care plans.
11. Ensure a balanced team approach to care and control based on sound childcare principles, including rewards and de-escalation techniques. To monitor safe physical restraint in line with East Sussex County Council service policies and procedures.
12. Ensure that the views and feelings of young people are solicited and considered on a routine basis and that their rights are upheld. To ensure that young people are involved in decision making about their future, are prepared for transitions and have access to advocates and other relevant services where appropriate.
13. Ensure ongoing contact with family and friends where safe to do so and as part of the overall childcare plan. To identify opportunities for reunification and contribute to support packages.
14. Ensure that practice is focused on social inclusion; involving young people in constructive recreational and leisure activities, preventing anti-social and offending behaviour through a restorative justice approach.
15. Ensure the appropriate recording of work and the effective maintenance of case records and manual and computerised information within the requirements of departmental policy and procedures and the statutory framework.
16. Promote equalities, inclusion and diversity in decision making.

# Grade Progression Single Status 11;

Progression to SS11 is dependent upon achieving the Level 5 qualification in Leadership and Management and undertaking the following additional tasks;

1. Reviewing policies and procedures and updating to reflect changes in legislation or practice.
2. Chairing team meetings

# PERSON SPECIFICATION

# Essential education and qualifications

1. QCF level 3 qualification relevant to working with children and young people.
2. Ability and willingness to achieve Level 5 in Leadership and Management within 2-3 years of appointment.

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Communication skills with the ability to produce specialist written reports and quality assure documents, able to use negotiation and influencing skills.
2. Ability to converse at ease with customer and provide advice in accurate spoken English.
3. Managerial or supervisory experience including recruitment and selection of staff.
4. Ability to relate to children and young people within a residential setting.
5. Experience of working in partnership with young people, their families and childcare professionals.
6. Administrative and organisational skills especially in relation to evidence for the Ofsted Inspection Framework.
7. Ability to implement new service initiatives.
8. Experience of budget management and effective leadership.
9. ICT skills including Word and Excel.
10. Understanding of child development, attachment, trauma.
11. Recent Ofsted Inspection Framework, Children’s Homes Regulations, and Quality Standards 2015.
12. Understanding of equal opportunities and how to promote positive approaches to diversity providing guidance and challenge as required.
13. Understanding of Corporate Parenting, how to act as a “good parent” to meet the aspirations and needs of our children and young people in care.
14. Knowledge of recent research and models of intervention in relation to young people in care including Missing, Child Sexual Exploitation, Substance Misuse, Offending, etc.
15. Knowledge of DFE “Working Together” and Pan Sussex Safeguarding Procedures.
16. Experience of working with young people with challenging emotional and behavioural difficulties, and/or learning disability.
17. Experience of implementing care plans and actively contribution to safeguarding of children and young people.
18. Ability to challenge inequality, promote diversity and able to cope in a challenging work environment.
19. Ability to make decisions when dealing with often constant and conflicting demands on time, using practical problem-solving skills.
20. Ability to meet the travelling requirements of the role.
21. Ability to work flexibly to meet the needs of children, young people and staff in residential care, including evenings, weekends, bank holidays, sleep ins as required.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. DipSW or equivalent professional qualification.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | Yes |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | Yes |
| Exposure to blood /body fluids | Yes |