## Job description

### Structure information

Job title: Deputy Manager Rainbow Lodge

Reports to job title: Practice Manager (Registered Manager)

Directorate: Families Children and Learning

Division: Health SEN & Disability Services

Section: Disability Services 0-25

Team: Disabled Children’s Residential Unit/Rainbow Lodge

Job identification number (JIN): 4768

### Job purpose

Deputise for the Practice Manager (Registered Manager) and be responsible, for the overall management and quality of the new Residential Home, which will provide care for up to 5 children and young people with a range of disabilities and complex needs.

### Principal accountabilities

1. Ensure that the home meets the standards and regulations of Ofsted and that the children and young people receive high-quality, person-centred care that meets their individual needs and preferences.
2. Be responsible for the Senior Children’s Residential Care Worker, lead, supervise and provide them with regular supervision, appraisal, training, and development opportunities.
3. Work in partnership with the Registered Manager of the home and deputise for them as required.
4. Assist in the deployment of staff and resources to maintain an effective and efficient service in accordance with statutory and departmental policy, practice and guidelines. This will include the management of risk in cases where child protection is a concern.
5. Work in partnership with the children and young people, their families, and other professionals and agencies, to ensure that the home is responsive, accessible, and inclusive.
6. Support with managing the budget, resources, and referrals of the home, and ensure that accurate records, reports, and audits are maintained.
7. Promote the vision, values, and policies of the organisation, and uphold the highest standards of safeguarding, health and safety, and confidentiality.
8. To deputise for the effective management of the unit and be responsible in partnership with the Registered Manager for allocating and prioritising work to staff and taking appropriate decisions on, child protection concerns and assessment activity in accordance with the needs, objectives and priorities of the work unit.
9. To monitor team processes and systems to ensure efficiency and effectiveness. To identify any changes that may be required.
10. To support the Registered Manager for implementing standards and priorities and to contribute to the planning and review of targets and systems.
11. Ensure effective co-ordination of resources provided by the directorate and through effective partnership working to ensure that the most effective package of care is delivered in line with operational priorities.
12. To be responsible for maintaining the confidentiality of client information in respect of the Data Protection Act and Council Protocols. To ensure that appropriate consideration is given to the disclosure of information if this will safeguard a child.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

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### Essential criteria

#### Job-related education, qualifications, and knowledge

* Level 5 Diploma in Residential Childcare or equivalent.
* A good understanding of Ofsted standards and regulations.
* A good understanding of statutory and departmental policy, practice, guidelines and regulations for children’s homes.
* A good understanding of safeguarding, child protection procedures, health and safety, and confidentiality.
* An understanding of the Data Protection Act.
* How to support the young people to develop good relationships with each other and how to support them to achieve their outcomes.

#### Experience

* Experience of caring for children and young people with complex disabilities.
* Management experience or experience of supervising staff.
* Ability to communicate effectively with a range of professionals, families and children.
* Able to safely undertake manual handling tasks which may include hoisting, pushing wheelchairs and undertaking physical interventions.
* Experience of working in a similar and diverse setting which may include working with behaviours that challenge.
* Experience of multi-agency working.

#### Skills and abilities

* Ability to work as part of a team and be able to use your own initiative and assert your senior position.
* Intermediate IT skills to use the Microsoft suite of products, or equivalent, to maintain accurate records, reports and audits and support with managing the budget.
* Ability to support with managing resources and referrals to the home.
* Ability to reflect on own practice and that of others and to identify learning needs.

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* You may, at times be required to work in other children’s residential settings as directed, to provide a flexible and comprehensive programme of care.
* You may be required to work shifts including weekends and evenings.