

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's

Job Ref Number: 02675

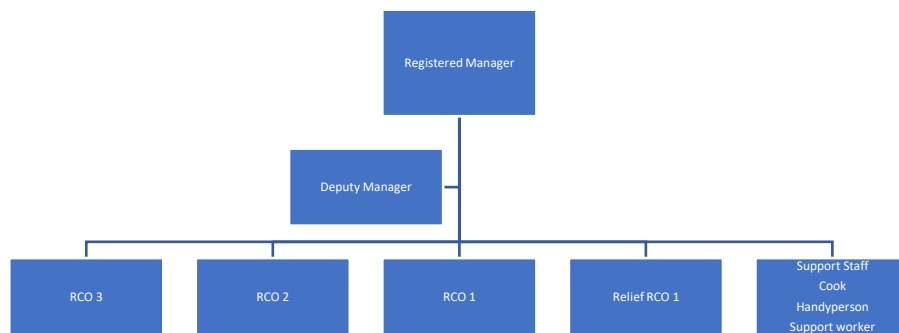
Service Area: Regulated Services

Grade: 10

Job Title: Assistant Manager

PURPOSE OF JOB: The Deputy Manager will be accountable to the Registered manager and in their absence, will be responsible for the services provided by the Home. This will include the care and control of children in the home, the management of staff and the safe running of the home, it's facilities and equipment.

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | To work in conjunction with the Homes Manager and deputise in their absence, making all executive decisions to ensure the safe running of the home and it's service. This will include a range of management responsibilities including the supervision, appraisal and management of all staff, absence management, training and development, staff welfare and monitoring the standard of practice as set against legislation policy and procedure. |
| 2 | To engage with children and young people, enabling them to experience a wide range of recreational activities and development opportunities both in the home and in the community. This will involve a variety of activities, both physical and educational, encouraging children and young people to develop life skills for independent living. |
| 3 | To create an environment that promotes a positive respect for young people ensuring they feel safe and valued. To work as part of a team to provide the care outlined in an individual's care plan. This may include providing outreach support away from the home. |
| 4 | To carry out the administration of medication according to the child's care plan and policy and procedure, maintaining detailed and accurate records. To supervise junior staff in this task as required. You will be required to meet the health needs of the young people, attend appointments to support the young person and make immediate decisions where a young person's health is compromised. |

	<p><i>Children with disabilities Homes, in addition to the above:</i></p> <p>To undertake invasive treatments as per the child's health needs. You will be required to undertake a wide range of health care treatments such as: oxygen therapy, Gastrostomy feeds, and oral suction (list is not exhaustive). You will also be required to supervise junior staff in these tasks until they have been assessed as competent.</p>
5	<p>This is a physically demanding role being involved in physical play activities with children and young people, some of whom will require 1-1 support. Will be required to undertake moving and handling of young people, including the direction of and participation in physical restraints where required. Postholder will be subject to substantial risk of challenging behaviour from children and young people which may result in being exposed to difficult and unpleasant conditions, including bodily fluids Other physical demands include bending, crouching, stretching, reaching, pulling, pushing and twisting.</p> <p><i>Children with disabilities Homes, in addition to the above: *</i></p> <p>To provide direct personal care that respects the dignity and privacy of children and young people. This will involve exposure to bodily fluids.</p>
6	To produce and maintain accurate and up to date records. To complete reports in a timely manner for review meetings and other reports to support the day to day operations of the home.
7	To have line management/supervisory responsibility for junior staff, ensuring their practice and learning meets the needs of children, the service and reflects the values of the organisation. To supervise those staff on a regular basis and complete an annual appraisal. This will include the need to provide guidance and support where practice is required to improve.
8	Will be required to undertake housekeeping duties such as cleaning; cooking and weekly shopping. The post holder will be required to undertake deep-cleaning of bedrooms and communal areas of the home, change and make beds and laundry tasks; whilst ensuring a highly personalised environment for children and young people is created and maintained.
9	Will be required to be proactive and accountable for their own learning and development within the parameters of the Homes and the County Councils training programme, maintaining a portfolio of continuous professional development and participation in individual supervision and appraisal.
10	<p>In the absence of a senior member of staff the post holder will assume full responsibility of the home, safety and well-being of children and young people, the building, grounds and resources.</p> <p>Decisions made in relation to policies, practices and procedures should be reported to a more senior colleague for further advice, support and guidance, as they may impact on the care and wellbeing of the child. When in the role of shift leader the post holder will be able to seek support and advice from the On-Call service out of working hours.</p>
11	To be involved in the Safer Recruitment of new starters, participating in the shortlisting, interviews, induction planning and implementation for new employees.
12	As a member of the management team, will have responsibility for the monitoring, reviewing and updating of practice issues and day to day operations within the home. This will include taking responsibility for specific areas of the service provision and development, for example management of the training programme within the home, file

	audits and HR tasks such as absence management. It will also require the postholder to be able to discuss fully and provide evidence to Ofsted and Reg44 officer to demonstrate the meeting of those standards.
13	To support staff in enabling students on placement to participate fully on the range of activities and tasks available to meet key requirements and provide a professional observation and feedback to Practice Educators regarding performance.
14	To be able to respond appropriately to all compliments, comments and complaints received in professional manner and be able to provide a resolution as required.
15	Participating in professional development groups outside of the home and acting as Champion on specific areas of practice for example Social Pedagogy, Signs of Safety and Restorative Practice within the home.
16	When required, to assume responsibility to plan for, lead and direct staff on shift, working within legislation, policies and procedures, care plans and risk assessments. As an RCO3, you will be expected to make informed decisions based on risk, to safely manage conditions and situations that others are exposed to throughout the working day.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Required to undertake Level 3 Diploma in Residential Care. To comply with Children's Homes Regulations, the diploma must be completed within two years of the commencement in post.	A – if completed or started I – commitment to undertake following appointment	Y	
Be prepared to complete Level 5 Leadership and Management Award	I	Y	
Have an understanding of Health and Safety.	A and I		Y
Have knowledge and understanding of the impact of neglect, emotional, physical and sexual abuse has on young people.	A and I		Y
Have knowledge and understanding of the impact a disability has on a young person.	A and I		Y
Proficient information and IT skills to enable effective communication with internal and external agencies.	A and T	Y	
The post holder will be expected to be able to apply theory to practice.	A and I		Y
To be a key team player and work closely with staff members and specialist workers from other agencies and organisations.	A, T and I	Y	
	A, T and I	Y	

The Postholder will require excellent written and oral communication.			
Ability to produce and maintain accurate records and reports.	A		Y
Knowledge of child development.	A and I		Y
Knowledge of Safeguarding and risk management.	A and I		Y
Positive attitude to the promotion of diversity and equal opportunities.	A and I		Y
Post holders should be comfortable working with ambiguity and uncertainty.	A and I		Y
To have strong directional Leadership skills and experience which will inspire, support and motivate others	A, I and T	Y	
To have a working knowledge of the Children's Homes Regulations and quality Standards (2015) and how these apply in practice.	A and I		Y
In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English.	A, I, P and T	Y	
To hold a full current valid driving License	A	Y	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.