

JOB DESCRIPTION

Job: Deputy Manager

Office Location: _

Reports To: Registered Manager

Hours of Work: 40 hours

MAIN PURPOSE OF JOB:

To be responsible for effective day to day running of the residential home **in the absence of the homes manager**, to be responsible for a team of staff and work allocations, as well as undertaking direct work with children in the residential home when necessary. To be responsible for all aspects of the residential premises.

In support of Key Responsibility 1

1. To support the Registered Care Manager in ensuring compliance with the company Policy and Procedures and meeting all OFSTED regulations.
2. To deputise/ act up for the Registered Manager in their absence
3. To safeguard and promote the welfare and development of the young people
4. To ensure that the young people's needs are recognised and met where possible. This includes ensuring that they are free from discrimination within the home and to challenge discrimination from outside of the home.
5. To ensure that the home meets the individual needs of the young people as well as the needs of the group.
6. To ensure that the home provides an environment that is safe and sensitive to the needs of the young people being looked after.
7. To support the manager and team to ensure that the admission of the young people to the home is welcoming and reflects the expectations of the care plan.
8. To support the manager and the team to ensure that the young person's stay complies with the ethos of the company and the care plan.
9. To support the manager and the team to ensure that when the young person comes to leave the home that this is done sensitively and within the company's policy and procedures.
10. To ensure that the young people are supported in stressful situations or crisis.
11. To work with the manager and team towards the most positive outcomes for the young person.
12. To be instrumental in overseeing the development, monitoring and implementation of the individual young people's care plans and case files.
13. To support the manager in ensuring care plans are regularly reviewed by key workers.

14. To develop and maintain good working relationships with parents, social workers, schools and other professionals involved with the welfare of the young people.
15. To ensure the specific needs of the young people are met i.e. religious observance, cultural needs, dietary requirements and any medical conditions and their treatment
16. To ensure that each young person is supported in learning to take responsibility for their actions within their understanding and according to age and ability.
17. To ensure that they are informed of their rights and responsibilities enabling them to have their wishes and feelings heard.
18. To plan, manage and lead shifts ensuring children are kept safe and engaged throughout the day.
19. To ensure the Placement Plan for each child is followed and adhered to at all times.
20. To ensure education is promoted and supported and that each child's attendance in education is maintained.

In support of Key Responsibility 2

1. To ensure that all staff act in a professional manner.
2. To ensure all policies and procedures, as well as risk assessments, are adhered to at all times.
3. To ensure that all staff comply with the duty rotas and are included on a 'rolling rota' to gain maximum experience in the working methods of other staff.
4. To ensure that all staff read the Daily Log Book to check all messages at the beginning of work or at any point during the working day as required. e.g. following a day trip.
5. To ensure that all staff have written up any incident / accident forms or restraint forms as applicable and that such information is passed to the Registered Manager within the agreed timescale.
6. To ensure that all staff are familiar with and follow Local Authority Child Protection Procedures and Compass Children's Homes 'Safer Caring and Child Protection Procedures'.
7. To report immediately to the Registered Manager any issues regarding Child Protection matters.
8. To ensure that all staff are familiar with Policies and Guidance Notes with regard to the care of children, as well as subsequent guidance (copies available in the homes office in electronic and paper form).
9. To ensure that all staff maintain confidentiality at all times.

In Support of Key Responsibility 3

1. To ensure that all staff under their supervision undertake and complete training in accordance with their induction training schedule and Personal Development Plan.
2. To complete on call duties as and when required in line with management rota
3. To be flexible in hours of work in order to meet tasks required.
4. Conduct supervisions with senior support workers
5. To compile a rota to meet occupancy levels for the registered manager and in their absence
6. To be aware of Health and Safety regulations particularly as related to the upkeep of the building and its surroundings.
7. To undertake any other duties that may be reasonably requested.
8. To safeguard and promote the welfare of children and be aware of relevant policies and procedures.
9. To complete a minimum of 16 care hours as part of the role as agreed with the registered manager.
10. Adhere to and promote the Company's Equalities, Inclusion and Diversity Policy.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of Compass Children's Homes

Signed:

Dated:

(Post Holder)

Signed:

Dated:

(Group HR Manager)