

JOB SUMMARY

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| Post Title | <i>Deputy Manager</i> | | | | | | |
| Job Family | <i>Service Delivery</i> | Pay Range | <i>10</i> | Line Manager to others? | Yes | Role profile ref | <i>SD10</i> |
| Service Area | <i>Children's Services</i> | | | | | | |
| Line Manager | <i>Registered Manager</i> | | | | | | |
| Location | <i>Beaulieu House</i> | | | | | | |

Job Purpose

To ensure all children accessing Beaulieu House are given a high-quality service in line with current regulations, which are achievable, safe, measured and monitored.

Responsibility in ensuring the day to day running of Beaulieu house is in line with the Children's Home Regulations 2015 and other relevant legislation such as the Health and Safety at work act 1974.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

1. On behalf of the Team Manager take responsibility for the day to day running of area of Beaulieu House to ensure compliance with relevant legislation including Children's Home Regulations 2015 and other relevant legislation and council policy.
2. To undertake professional and careful admission assessments, coordinate transitions and support children in moving into the home or starting a short break. Then ensuring that care plans and records are maintained and up to date reflecting the children's homes quality standards and details as set out by the children's homes regulations. Reviewing young people's care needs and be responsive to those needs through the direct leadership of the team.
3. Provide effective line management to staff within you span of control ensuring adherence to the Isle of Wight Council's policies and procedures and legislative requirements and developing effectives rotas. Ensure the performance and development of staff under your control, undertake regular supervision / appraisal, and ensure all essential training is planned and undertaken.
4. Research and evaluate current issues, developments, evidenced based good practice and legislation changes to implement in the home. Ensuring the team is working together under the team ethos for the home.
5. To contribute to and attend planning meetings, statutory reviews, internal reviews, and other meetings, as required. Building up excellent professional relationships with external agencies such as schools, health professionals and social work teams.
6. To undertake quality assurance practices in line with the homes policy and auditing schedules, and complete monthly management audits including medication, supervision, care plan audits and daily incident/accidents trackers. Analyse results and identify areas of potential concern, coordinate / deliver any necessary training such as medication administration and behaviour de-escalation and make recommendations for improvements process / practice to the Registered Manager.

Knowledge, Skills and Experience

| Role Profile requirements. | Job specific examples. (if left blank refer to left hand column) | Essential | Desirable |
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| <p>Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.</p> | <p><i>Ability to learn from incidents and events in the home and ensure that actions are carried out by staff following.</i></p> <p><i>Experience of and ability to chair team meetings and to contribute to wider multidisciplinary meetings.</i></p> <p><i>Experience supervising staff and completing staff appraisals.</i></p> | <p>x</p> | |
| <p>Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.</p> | <p><i>Substantial experience supporting children in a children's home, child care or education setting.</i></p> <p><i>Substantial experience leading teams of support workers in the care of children in a children's home, child care or education setting.</i></p> <p><i>Experience ensuring that statutory deadlines are met and that the home is evidencing care is of an outstanding standard for Ofsted.</i></p> | <p>x</p> | |
| <p>Good communication, interpersonal and presentation skills, able to explain technical / legal issues clearly. Proven ability to negotiate with, persuade and influence others.</p> | <p><i>Ability to chair meetings, use various communication methods with staff, children and partner agencies.</i></p> <p><i>Ability to explain the role of Beaulieu House and how we operate within the children's homes regulations to Ofsted inspectors and to regulation 44 visitors.</i></p> <p><i>Ability and experience of having difficult conversations with families, children and staff members and a proven track record of motivating and leading staff teams.</i></p> | <p>x</p> | |
| <p>Good ICT skills including use of Microsoft applications and specialist systems.</p> | <p><i>Ability to use Microsoft 365 programs such as outlook, teams, word and excel.</i></p> | <p>x</p> | |
| <p>Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences.</p> | <p><i>Excellent understanding of the children's homes regulations, working together to safeguard children and other legislation relevant to the home.</i></p> <p><i>Experience of working with an knowledge of other partner agencies such as social workers, health professionals and LADO.</i></p> <p><i>Experience of and ability to follow formal and informal procedures relating to disciplinary, attendance management and capability under the advice of HR and oversight of Registered Manager.</i></p> <p><i>Experience and ability to complete statutory notifications to RIDDOR and Ofsted in the absence of the registered manager.</i></p> | <p>x</p> | |
| <p>Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved.</p> | <p><i>Ability to prioritise workloads and evaluate work completed by senior support workers or support workers before passed onto partner agencies.</i></p> <p><i>To ensure all deadlines are met both statutory and in line with local policies.</i></p> | <p>x</p> | |
| <p>Research, investigation and analysis skills.</p> | <p><i>Working with partners in neighbouring authorities and researching specialist models and methods of care and support for</i></p> | <p>x</p> | |

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| | <i>the children in the home and short breaks service.</i> | | |
| | <i>Contributing to the overall development of the service to ensure that it is evidence based and operating at best practice level.</i> | | |
| Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately. | <i>Ability to ensure that the monies are spent in line with local budgets and following local procedures.</i> | x | |
| Qualifications | | | |
| Role Profile requirements. | Job specific examples. (if left blank refer to left hand column) | Essential | Desirable |
| May require relevant certifications including evidence of fluency in English language. | | x | |
| Educated to A level standard or equivalent or equivalent experience. | <i>Level 3 qualification in a relevant subject or equivalent qualification or experience</i> | x | |
| Relevant vocational / professional qualification. | <i>Medication handling and administration level 3</i> <i>Leadership and management qualification</i> | x | x |
| <i>GCSE level qualifications</i> | <i>GCSE grade 9-4 in Maths and English or equivalent qualification or experience</i> | x | |
| Other Requirements | | | |
| <i>Enhanced DBS</i> | | | |
| <i>To work flexibly within the role to respond to emergencies and events that may fall out regular working hours.</i> | | | |