



Job Description for Deputy Homes Manager

Job Purpose – To assist the Registered Manager of the Children's home in the following aspects:-

To manage the day to day running of the Home in line with National Care Standards as well as the expectations/guidelines of Homescope. To adhere to current appropriate: Child Care, Mental Health, Health and Safety, as well as Employment Legislation. To promote a caring environment which provides young people with a high standard of care, meeting individual needs and ensure that children, staff, visitors, professionals and the general public are treated with respect and dignity, whilst recognising the children's rights to privacy, independence and choices are met. To supervise, monitor and evaluate the care delivered to the young people. To ensure that staff are managed and supported.

In the absence of the registered manager on leave sickness or other short term reason, deputise for the manager carrying out the above role and answering direct to the Registered Provider.

As a residential member of staff take part in shifts, having some responsibility for direct work and support of the children in the home.

Responsible to: The Registered Homes Manager and in their absence; the Registered Provider – Patricia Neil

- To assist the manager to manage the day to day running of all aspects of the service including; the standards and quality of care, recruitment and training issues, communication with the team.
- To assist the manager to lead a team of staff and promote a positive, caring environment in which young people can achieve their individual targets.
- To recognise and assess individual's needs, involving relatives where needed, in order to formulate personalised support plans for each young person alongside the Key worker.
- Along with the manager be responsible for understanding and complying with statutory and legal requirements relevant to the home including HACCP, COSHH, Health and Safety.

- Along with the manager ensure, that the home is fully compliant with requirements for registration with Ofsted and to ensure continued development of good practice within the home.
- To liaise professionally with partner agencies and commissioning bodies when required.
- To undertake the monitoring of regular and periodic quality assurance systems such as monthly reports, risk assessments, care plans, move on plans etc. This list is not exhaustive and specific management tasks are outlined and detailed in policy and procedures.
- To assist the manager to monitor alongside the Registered Provider; staff sickness and holidays allocation.
- To play a role in the safeguarding of young people through the regular supervision of staff and monitoring safeguarding concerns raised. Supervision responsibilities will be shared with the manager.
- Along with the manager, co-ordinate the day to day allocation of work amongst the team.
- Along with the manager, facilitate regular team meetings and planning meetings with the staff team.
- To attend management meetings as an active member, offering performance related feedback on staff issues.
- Along with the manager, to be responsible for the day to day monitoring of health and safety amongst the staff team.
- To attend meetings relevant to the post. Where appropriate prepare and present written reports, talk to those reports and feed back to higher management on outcomes of such meetings. Record outcomes of those meetings in the appropriate part of the children's, or the Home's records.
- To prepare for and participate positively in your own induction/supervision and appraisals.
- To attend training as required and take appropriate responsibility for self-development.
- To undertake any other duties relevant to the post of residential manager as necessitated by the company.