

## Deputy Manager, Grade 9

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work. You will be part of a team consisting of other Deputy Managers, and a staff team consisting of Senior Residential Care officers, Residential care Officers and Domestic Assistants, and will deputise for the manager when required. As part of the management team of the home you will lead and have a presence within the establishment promoting excellent care practice. You will be supported in your role by the Residential Manager

The Deputy Manager is responsible for the effective co-ordination of the service within a residential home ensuring that a high quality service is provided to all children and young people within policy objectives and statutory requirements and Childrens Homes Regulations including Quality Standards.

This role is based within Family Support & Child Protection. Click [here](#) to find out more.

## The Job

You will be caring for young people accommodated who initially are unable to live within their own or alternative families due to the levels of identified risk involved i.e. being at risk of significant harm and neglect. The young people will exhibit level behavioural and emotional challenges.

You will be committed to developing positive professional working relationships with partner agencies and service providers by acting as advocates for children and young people to ensure the best possible outcomes for young people in our care.

Your duty of care includes ensuring that the young people's educational needs are met and that they are supported to ensure that they reach their full potential.

You will have an important role in safeguarding within the home, linking in with other professionals/bodies

You will implement the aims and objectives for the home in accordance with service policy and the needs of service users. Provide professional support for members of staff including regular staff supervision, performing normal duties and students, as required.

You will undertake shift working, weekend working, bank holiday working and sleeping-in as required, for the efficient operation of the home.

You will ensure the general safety and security of the building is maintained. Ensure the efficient and effective use, repair and maintenance of the building and equipment.

You will ensure the effective, accurate and timely record keeping and administration to support the smooth running of the home and the buildings.

## Job Checklist

- Ensures effective consultation takes place with children & young people and other groups, and that information received is taken into account in decision-making and policy formulation.
- Represent the Service at meetings, conferences, etc, as required by the Residential Manager.
- Confidentiality is maintained in line with policy.
- Ensure that services provided are non-discriminatory and ethnically sensitive.
- Assist in the development of systems to ensure safe working practices and environment for employees and service users in accordance with relevant legislation or Council policy.
- The jobholder's duties must at all times be carried out in compliance with the Council's policies designed to protect employees or service users from harassment.
- Ensure that staff are aware of the implications of any legal order in relation to a particular child or young person.
- Perform basic caring tasks where necessary
- Adhere to Safeguarding policies, practices and procedures.
- Works effectively and flexibly as part of a team

Please click [here](#) to see your responsibilities related to safeguarding ●

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

Residential work is a professional task, which requires professional behaviour. Young people's long term welfare must be protected by prompt, positive and proactive attention to promote healthy lifestyles.

You will use your communication skills to work with the children within the home and similarly effectively working with colleagues.

You will take responsibility for your own health and Safety and the health and safety of others affected by your work.

You will understand and take ownership of the challenges the young people in the home face or will face and it impact it has or has had in order to work appropriately with them.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 2. To find out more about Council Behaviours please click [here](#) and click on the tab "Working for Kirklees".

## Person Checklist

- Proven experience of working in a setting relevant to children and young people
- Relevant experience of management, organisation of tasks, carrying out supervisions, liaison meetings, managing resources etc, including operating administrative procedures, e.g. rotas and budgets.
- Diploma Level 3 (Caring for Children and Young People) or a qualification that requires similar competencies. If you do not have this qualification you must be willing and able to begin working towards it within the first 3 months of employment.
- Ability and willingness to acquire a management qualification, e.g. Diploma Level 5 within an acceptable time.
- Experience of contributing to team development.
- Knowledge of physical, psychological/social development relating to children and young people.
- Knowledge of relevant legislation, Quality Standards and Government guidelines relating to children and young people, particularly in a residential setting.
- Awareness of, and commitment to, implementing Health and Safety requirements at work.
- Ability to assess cases and to ensure that appropriate programmes of work are drawn up in conjunction with relevant colleagues and children and young people.
- Ability to manage and motivate employees, ensuring appropriate performance and monitoring development needs.
- You will be working with children and young people who may have restricted mobility and/or challenging behaviour, so you will be required to undertake a standard medical screening and any other medical screening as determined by the Occupational Health Unit, appropriate to the occupation risk.
- Accepts that a DBS check will be required  
Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate how you meet the Person Checklist.