

Residential Care Deputy Manager Grade 11

Job purpose

The Residential Manager is responsible for all aspects of the management of the home and for ensuring that effective and safe care is provided to all children and young people who live in or attend the home. You will be responsible for a group of children and young people who may present with a range of complex needs related to life experiences, attachment, trauma and or disability.

The Deputy Manager will have delegated responsibility from the Residential Manager of the home for day to day operational management and administration, ensuring that effective and safe care is provided to all children and young people who live in or attend the home. The Deputy Manager is (together with the Registered Manager) responsible for a group of children and young people who may present with a range of complex needs related to life experiences, attachment, trauma and or disability. The Deputy Manager will deputise for the Manager in his/her absence.

The Deputy Manager will lead by example to ensure high standards of professional care are promoted and maintained and that the home is run in accordance with Children's Home Regulations, legislation and quality standards.

The Deputy Manager will work together with colleagues from other service areas and organisations to provide and maintain a safe and secure living and learning environment that promotes the safety and welfare of children and young people, in which they can prosper, develop and achieve. You will foster, maintain and support a restorative and solution focussed approach with, children, young people and colleagues.

This role is based within Children and Families. Find out more about [working for Kirklees](#).

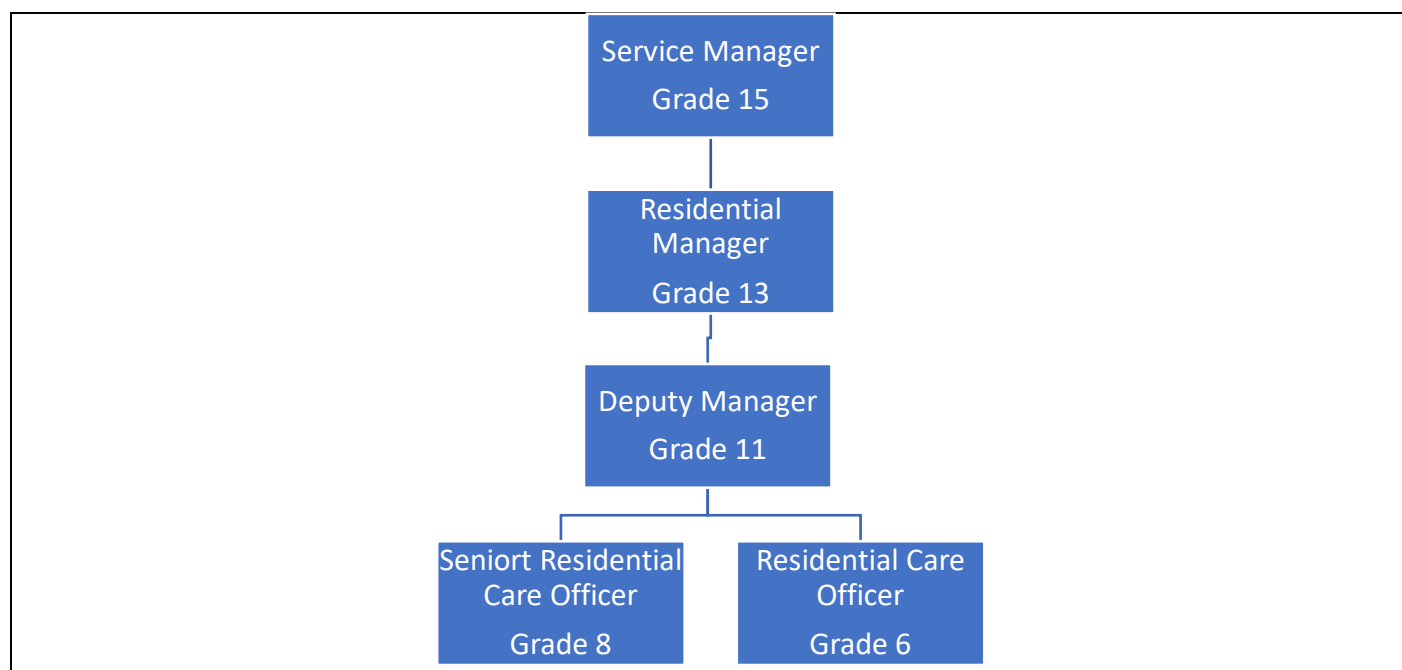
Key areas of responsibility

You will be responsible for the following:

- Ensuring children's social, emotional, and educational wellbeing is supported and developed whilst they are living in the home. The role is critical in the physical and mental wellbeing of the children accommodated in the home. Decisions made by the manager will have a direct impact on the child not only in the short term, but also could have long term implications.
- Day to day responsibility for up to 8 children and young people with significant complex needs, attachment difficulties and disabilities.
- Full line management of Senior Residential Care Officers and Residential Care Officers, including safe recruitment, supervision, and development as well as monitoring sickness and any other issues which may arise.
- Supporting the Residential Manager with recruitment and selection of staff.
- Managing the care for children with a wide range of disabilities and challenges; these can include children who are non-verbal, ASD, physical disabilities, at risk of CSE, CCE, experiencing mental health issues, SEN and young people who put themselves and others at significant risk.
- Prioritising and managing your workload, attending meetings, and managing resources including oversight of administrative procedures.
- Preparation, implementation, and review of documentation which ensures appropriate and effective care is provided to young people.

- Establishing and developing management systems and procedures, particularly those which evaluate service provision and progress of young people.
- Communicating and working effectively with all internal and external stakeholders.
- Undertaking data analysis, budget monitoring and compiling reports as required.
- Supporting the maintenance of the residential home building and contents to a high standard.
- Supporting the Residential Manager by monitoring the home's budget as directed.
- Physical fitness is required to respond to the day to day demands, provide care for children with physical disabilities and support staff where physical intervention is required.
- Maintain a presence around the home and be available to work flexible hours and weekends to support and monitor the quality of service.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Good knowledge of the Children's Home Regulations 2015 and the Ofsted inspection framework	Essential
Knowledge of the physical, psychological and social development of young people.	Essential
In-depth knowledge of Safeguarding and child protection procedures	Essential
Awareness of budget/procurement processes	Essential
Working towards or willing to start Level 5 Diploma in Leadership and Management for Residential Childcare (England) or equivalent	Essential
Proven ability to demonstrate strong and effective day to day management including managing rotas, staff leave/illness	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Demonstrated ability to prioritise and successfully manage workload	Essential
Excellent communication skills	Essential
Experience of working in a children's residential home setting in a senior role	Essential
Considerable experience of working under pressure due to conflicting deadlines and interruptions.	Essential
Skilled in working with provision when undertaking data analysis, budget monitoring and compiling reports	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
You will be working with individuals who may have restricted mobility and/or challenging behaviour. Following an offer of appointment, you will be required to undertake a standard medical screening and any other medical screening as determined by Employee Healthcare appropriate to occupational risk.	Essential

Behaviours and expectations

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

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Willingness to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

This Job 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 Office Use Only:

Job Category	Social Care	Grading ID	
Job ID		Last Updated	March 2021
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Children	DBS Type	Enhanced + Barred
Health Check	Yes	Politically Restricted	No
24/7 working	Yes	Public Holidays	Yes
Night Working	Yes	Alternating Pattern	Yes
Standby	Yes	Other	No
Checked by HR	R Breeze		