

Job profile

Service and job specific context statement

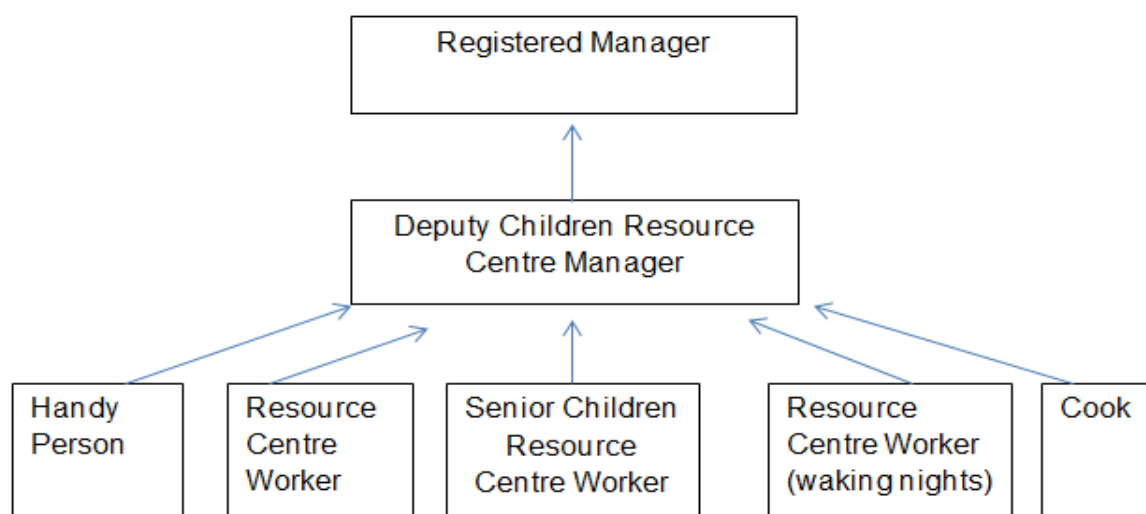
Directorate:	Children and Young People's Service
Service:	Inclusion Service
Post title:	Deputy Children's Resource Centre Manager
Grade:	K
Responsible to:	Registered Manager (Children's Resource Centre Manager)
Staff managed:	Manage operational frontline staff
Date of issue:	February 2016
Job family:	C&S - Care & Support

Job context

Children's Resource Centres moved from social care across to the Inclusion service in April 2015 and are committed to providing good quality services to support children, young people and their families and our aim is always to put children and young people at the centre of all our work. The services provided by children's social care follow from specific Government legislation, including the Children Act 1989 and the Children Act 2004, and the SEND agenda. This role involves spoken communications so a confident use of English language is required.

The post requires an enhanced DBS clearance.

Structure



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Job Description

Directorate:	Children and Young People's Service
Service:	Inclusion Service
Responsible to:	Registered Manager (Children's Resource Centre Manager)
Staff managed:	Manage operational frontline staff

Job purpose	<p>Assist the Registered Manager in ensuring that the Home works within Children's Home regulations 2015 and meets the expectations of its Statement of Purpose.</p> <p>Safeguard and promote the welfare of children and to ensure that the quality of care provided is consistent and of a high standard.</p> <p>Assist in the establishing and maintenance of a competent, motivated and confident staff team and to offer leadership, managerial direction, guidance and support to staff both during and outside of normal office hours.</p>
Operational management	<ul style="list-style-type: none"> • Deputise for the Registered Manager in line with the professional expectations of the local authority. • Act as a responsible External Visits Coordinator, providing advice and decision making on the risk management of external visits. • Be aware and strive for excellent practice in line with Children's Home Regulations 2015 • Management oversight and development of rotas ensuring they fit best with children's needs and allow proper handovers between shifts, whilst ensuring prudent and responsible budget management. • Monitor recording systems in place and ensure that they comply with Children's Home Regulations 2015 • Attend to all administration issues in relation to the Home and the provision of management information when accounting to the centre's Resource Manager. • Ensure that each young person has a plan which reflects his / her care, education, social, emotional, cultural, and therapeutic and health needs. • Ensure that placement plans are under regular review by guiding and supervising key-workers who have direct responsibility for this task including consulting with children and young people. • Allocate Key Worker for each young person with the principal responsibility of implementing the childcare plan. • Establishing and monitoring high quality standards of care and developing quality assurance measures to ensure standards are maintained. • Attend and contribute to child care planning and review meetings as appropriate • To carry out 'on-call' duties supporting the Centre out of hours on a rota basis and act up to service lead in the absence of the Registered Manager
Communications	<ul style="list-style-type: none"> • Understand the effects of non-verbal communication such as body language, and appreciate that different cultures use and interpret body language in different ways. This also necessitates being familiar with the use of a variety of communication tools e.g. Makaton, Picture Exchange Communication Symbols (PECS) • Establish rapport and respectful, trusting relationships with children, young people, their families and carers. • Ensure the environment is appropriate and sensitive to the needs of those being looked after.

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	<ul style="list-style-type: none"> • Provide support and encouragement to children and young people. • Maintain high standards of child-care and to be flexible in adapting to meet young people's needs. • Demonstrate excellent recording skills with the available technology which is compliant with good practice and statutory requirements. • Ensure that effective handover and recording/exchange of information takes place to facilitate the best outcomes for young people • Listen actively and take decisive steps to the expressed concerns around children's developmental or behavioural changes. • Actively promote the Home's equal opportunity and anti-discriminatory practice policies.
Partnership / corporate working	<ul style="list-style-type: none"> • Empower the staff group to meet the expressed needs of individual children and young people. • Work in partnership with parents, carers and other professionals to safeguard and promote the welfare of children and young people • Participate in the development, implementation and monitoring of individual care plans ensuring that specific needs are met, such as: <ul style="list-style-type: none"> ○ Dietary requirements ○ Religious observance ○ Culturally significant activities • Manage children and young people's transition in a timely way that supports the child or young person in reaching a positive outcome. • Help staff to support children and young people to achieve as much responsibility for their own lives as can reasonably be expected. • Keep children and young people informed of their circumstances and rights, consulting with them and involving them in their care planning arrangements. • Act as a source of support and reassurance to children, young people and those caring for them through exploring and examining actions to deal with new and challenging situations. • Support the Registered Manager to develop and maintain effective professional networks. • Develop and maintain good working relationships with: <ul style="list-style-type: none"> ○ Parents and other family members ○ Social workers ○ School staff ○ Healthcare professional ○ Youth offending team ○ Other professionals, such as general practitioners and psychologists. • Know the value and expertise you bring to a team and that brought by your colleagues. • Have a commitment to shared values and the common purpose of developing a culture if interagency working; including statutory bodies, third and private sector organisations.
Resource management	<ul style="list-style-type: none"> • Support the Registered Manager in recruitment, performance management, and disciplinary procedures as necessary. • Undertake the line management role with members of the staff team including supervision, appraisal plus other HR processes such as capability and absence management as appropriate. • Support the Registered Manager in leading the development of the learning and development plan for the centre, including induction and on-going training, whilst

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	<p>auditing and managing training compliance.</p> <ul style="list-style-type: none"> • Ensure that all new staff receives a proper induction to the Home in line with company policy. • Ensure that each member of staff has a supervision contract and receives supervision in line with Children's Home Regulations 2015. • Ensure that each member of staff has a personal development plan. • Attend internal and external team meetings facilitating communication and provide opportunities for consultation and staff development. • Report and assist the Registered Manager in resolving issues of staff motivation and morale. • Be aware of best value and ensure prudent resource management including decision making for day to day expenditure. • Assist the Registered Manager in the creation of a financial plan and manage the allocated resource, giving due regard to the efficiency of the service, cost effectiveness and value for money. • Ensure that staff operates financial systems within the required guidelines, such as petty cash, ordering supplies, or administering allowances to young people. • Contribute to financial planning, budget setting and budget monitoring in conjunction with the Registered Manager. • Ensure the building is appropriately maintained, taking remedial action where necessary and that company vehicles are clean and regularly maintained
Systems and information	<ul style="list-style-type: none"> • Maintain good communication systems, involving hand-over, log book and other administration systems including the ability to use IT. • Lead and chair team meetings. • Coordinate, chair and provide reports for professionals meetings as appropriate. • Ensure confidential information is shared appropriately and in line with council procedures. • Support the Registered Manager to manage and maintain appropriate systems to allocate work effectively. • Manage and maintain appropriate and efficient information and administrative systems.
Strategic management	<ul style="list-style-type: none"> • Be proactive in developing effective systems in order to comply with all legislative and procedural guidelines. • Ensure compliance with the Children's Homes Regulations 2015, through regular auditing, review and analysis which informs responsive service development.
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Ensure that young people facing particular crisis and stresses are offered appropriate additional support and to ensure that staff are supported in dealing with the most complex cases. • Ensure effective action is taken to address issues of unsatisfactory practice including initial reporting to senior managers of issues relating to Child Protection. • Take a lead role in safeguarding and be aware of different ways in which children and young people can be harmed (including by other children and young people and through the internet). • Work with the Registered Manager to take a lead responsibility in the home for all Health and Safety issues. • Liaise with Social Workers, School, Health and other professionals to achieve best outcomes for children and young people.

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Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> Knowledge of child development, appreciation of the needs of disabled children and young people Knowledge of current best practice issues in services for disabled children and relevant standards/legislation including Knowledge of staff management, implementing change and motivational techniques Understanding of how the relationship between children's emotional, physical, intellectual, social, moral and character, may influence a child's development Understanding of the importance of providing care or support during critical life stages of children and young people. Know your main job and responsibilities within your working environment. Understanding of confidentiality, the importance of sharing information, how this helps safeguard children and young people. 	
Experience <ul style="list-style-type: none"> Substantial experience working with children and young people aged 5 to 18 Experience and resilience in working with young people/supporting staff working with complex and challenging behaviour. Evidence of ability to supervise staff 	<ul style="list-style-type: none"> Substantive personal development through on-going training, courses attended etc Experience of working with Disabled Children
Occupational Skills <ul style="list-style-type: none"> Ability to relate to children and young people and familiar with communication tools e.g. Makaton, PECS Ability to communicate effectively with families, Inter-agency collaboration and ability to chair meetings and preparing formal reports Ability to understand own duty of care, to safeguard and promote the interests of children and young people and challenge poor practice Ability to demonstrate clear commitment to equality of opportunity in the delivery of services and also in relation to conduct of business with colleagues, service users and all external personnel Monitoring and evaluation of own and team performance, working efficiently within given timescales and able to account for decisions made Ability to work on own initiative and unsupervised and accept delegated responsibility Be able to demonstrate willingness to respond at all times in accordance with the values of the Directorate and the best practice of child care, equality and diversity, confidentiality and Data Protection. Positive approach to managing change Solution-focused Provides leadership and management direction through positive role modelling. Works restoratively with Young People and Families. Strong commitment to anti discriminatory practice. Demonstrate a commitment to personal development and learning. Team working 	<ul style="list-style-type: none"> Demonstrate leadership skills, ability to supervise and performance manage staff, encourage personal development and engage individuals in training Competence in administrative, financial and other such duties associated with role Experience of contributing to policy and practice development

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<ul style="list-style-type: none"> Competent IT skills The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. 	
<p>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</p> <ul style="list-style-type: none"> Level 5 Diploma in Leadership and Management of Children's Homes (or relevant qualification) and commitment to complete the former in an agreed timescale 	
<p>Other Requirements</p> <ul style="list-style-type: none"> Willingness to work unsocial hours as necessary and meet service needs, including weekend work and bank holiday Have a commitment to own learning and personal development Possession of driving licence and willingness to transport clients. Flexibility in approach to covering the needs of a 24 hour service. Prepared to undertake post on a full time basis in line with requirements of Children Home Regulations 2015 in meeting criteria of sufficient managerial cover and support. On occasions you may be requested to change your work pattern at a given notice to ensure the contingencies of the service are covered. This may also include covering shifts and sleep-in duty as an emergency measure. 	
<p>Behaviours</p>	<p>Link</p>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.