

Calcot Services for Children

Job Description

Deputy Manager

Summary of Responsibilities

To be directly responsible to the registered manager and senior manager and to actively support the staff team at the home in caring for the children and young people. To ensure all staff are trained appropriately and can offer the highest standard of care. To take an active part in ensuring uniformity of practice across all homes and maintaining support for all persons within the community. To actively promote CSFC's philosophy and maintain and update the statement of purpose.

Requirements of the post

- To undertake the role of team leader practitioner in the staff team
- Ensure all staff policies, guidelines and procedures are regularly updated, known and adhered to
- To promote the therapeutic community model on which the homes practice is based and the theory which underpins the model.
- To promote the welfare and development of the children and young people
- To protect children and young people from harm in and outside the home
- To ensure that their needs are recognised and met where possible. This includes ensuring that they are free from discrimination within the home and to challenge discrimination within the home and to challenge discrimination from outside the home
- To ensure that the home meets the needs of the individual children or young people and the needs of the group as a whole
- To attend and promote group meetings in the knowledge that communication promotes emotional growth whether verbal or non verbal
- To use the home in such a manner to ensure the ethos of CSFC in providing a homely environment that is enjoyable and stimulating for each child or young person

- To ensure that the admission of the children or young people is welcoming and reflects the expectations of the placement plan
- To ensure that the duration of the child or young person's stay complies with the ethos of CSFC and follows the required placement plan
- To ensure that when a child or young person comes to leave the home that this is done sensitively and within CSFC guidelines
- To ensure that the child or young people when confronted with stressful situations or crisis are offered appropriate support and to ensure that the staff team are offered support in dealing with these situations
- To oversee and participate in the development, implementation and monitoring of the individual placement plans
- To regularly review all children and young people's placement plans
- To develop and maintain good working relationships with parents, social workers, schools and other professionals concerned with the welfare of the children and young people
- To ensure that specific needs are met i.e. religious observance, culturally significant needs, dietary requirements, any medical conditions and their treatment
- To ensure that each child or young person is able to take responsibility for their actions within their understanding as can be reasonably expected of them according to their age and ability.
- To ensure that they are informed of their rights and responsibilities enabling them to take greater control of their lives
- Attend reviews, planning meetings and others in line with CSFC philosophy
- Be responsible for keeping overall expenditure within the monthly/yearly budgets
- To ensure compliance with the National Care Standards Commission, 1989 Children's Act and other relevant guidance
- To provide leadership, guidance and management of the staff team

- To be responsible for the development and control of staff on a day to day basis in consultation with the registered manager
- Attend monthly supervision with the registered manager and be prepared with a productive and professional agenda
- To be involved in the monitoring and where necessary the discipline of staff in the absence of the registered manager
- In consultation with the registered manager ensure that all staff receive regular supervision
- In consultation with the registered manager ensure that all staff are appraised annually
- Recruit new staff in consultation with the registered manager, senior manager and in line with CSFC recruitment procedure
- Be available as NVQ assessor and motivate/encourage and guide staff to NVQ 3 and above
- In consultation with the registered manager ensure that staff receive regular in-house training
- Ensure effective communication and consistency within the units and between the units by way of regular staff meetings, regular supervision, staff handovers, good record keeping and inter-unit contact
- Ensure the home is kept to a high standard of repair and decoration by liaising with other staff/handy person
- Maintain CSFC's policy on confidentiality, equal opportunities and anti-oppressive practices
- Ensure appropriate staffing levels are maintained in the unit and that cover is provided where there is illness or annual leave
- To personally supervise and appraise directly accountable staff
- To be concerned for the welfare of the staff offering support at times of stress, praising work completed and monitoring performance including sickness absence.
- Above all, create a warm, safe environment that allows each child and young person space for personal growth and the time to heal.

THIS POST IS SUBJECT TO THE FOLLOWING CRITERIA BEING MET:

1. Formal interview
2. Satisfactory references
3. Written exercise
4. Medical if required
5. Enhanced Criminal Bureau (CRB) Disclosure

CSFC
July 2006