

## Deputy Manager Job Description

At Prime Nurture Services we are committed to achieving the best possible outcomes for our children. This is our primary aim; to create a warm, nurturing environment that supports the safety, growth and development of the children in our care.

Our caregiving is influenced by the PACE model underpinned by Dyadic Developmental Psychotherapy. Our relationships with children are informed by an attachment and trauma-informed approach, as we believe these approaches best explain human growth and development and our response to adverse circumstances. Our staff are trained in attachment and trauma informed approaches. These approaches influence our understanding of our children's behaviours and support our engagement with them from initial assessment through to review and evaluation of intervention.

Our commissioned therapeutic partnership with Enabling Hope supports the development of our children and staff teams through direct works and consultations.

### **Purpose**

The Deputy Manager is responsible for utilising effectively all available resources to deliver evidence based, outcomes-focussed childcare in the absence of the Registered Manager. Under the direction of the Registered Manager you will demonstrate practical leadership and management in childcare, organise and support staff to provide the best possible care for each child and young person.

### **Accountability**

The Deputy Manager is directly accountable to the Registered Manager.

## Principal duties and responsibilities

### Support the Registered Manager

- Ensure the effective implementation of the Children Act 1989 and the accompanying guidance and regulations (Vol.4 Residential Care), the Care Standards Act 2000 and the Children's Homes Regulations 2001. This will be achieved in consultation with the relevant statutory body.
- Ensure that any matters relating to child protection are managed in line with current legislation, national standards and best safeguarding practice.
- Maintain the highest possible standards of childcare and ensure that each child and young person's agreed placement plan is fully implemented.
- Co-ordinate and access the appropriate services (health, education, therapy) to ensure the needs of each child and young person is met.

### Care for Children

- Demonstrably improve the lives of children and young people in our care.
- Ensure admission assessments, matching and placement planning is completed in line with our Policies Procedures and Practices.
- Assign a Key Worker for all children and young people.
- Ensure the wishes and feelings of all children are ascertained, recorded and acted upon – in their interest, in all matters regarding their welfare.
- Ensure that all children and young people have access to advocacy and children's rights services.
- Ensure the timely completion of assessments, plans, actions arising from plans and reviews.
- Provide quality assurance to reports prepared by Key Workers/other staff to be submitted to meetings/conferences.
- Ensure that the Keyworker/appropriate person attends all meetings for/with children and young people.

### Leadership

- Engage in supervision with the Registered Manager.
- Day-to-day leadership and management in childcare practice within the home, modelling best practice to ensure best outcomes for children and young people.
- Ensure that all staff are familiar with, and implement, Prime Nurture Services Policies, Procedures and Practice regarding Safeguarding and Child Protection.
- Actively promote the Prime Nurture Services Approach to childcare.

- Induct, supervise, coach and appraise staff, ensuring that they, in turn, embrace and deliver the Prime Nurture Services approach in their engagement with children and young people.
- Model professional conduct in all aspects of the role.
- Prepare agenda, lead and ensure the timely recording of staff meetings – as directed.
- Participate in the on-call system outside of designated hours.

## Home Management

- Recruit and select staff who will improve the lives of children and young people and ensure that they achieve the best possible outcomes.
- Supervise staff in line with Prime Nurture Services Supervision Policy.
- Develop Individual Personal Development Plans with staff, to ensure that their training needs are identified and met in line with Prime Nurture Service approach to childcare.
- Ensure that staff complete case management and administration requirements in line with Prime Nurture Services Policies, Procedure and Practice Manual.
- Take all reasonable steps to ensure that the accommodation is maintained to safe, high standards.
- Manage delegated budgets to ensure maximum effectiveness and efficiencies.
- Manage the rota to ensure optimal child welfare within existing resources.

## Health & Safety

- Implement the Health & Safety policies.
- Undertake risk assessments as appropriate.
- Ensure that all incidents/accidents are recorded and reported according to procedures.

Undertake fire drills and tests in accordance with procedure and record the necessary data.

## Other duties

Undertake other duties that may be required commensurate with the post.

## Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Must achieve or hold the NVQ Level 4 Diploma for Residential Childcare or an equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Level 5 Diploma in Leadership and Management for residential care or an equivalent</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• Residential childcare (3 years minimum)</li> <li>• Child Protection</li> <li>• Supervision of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Therapeutic work with children</li> </ul>
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Children Act 1989</li> <li>• Care Standards Act 2000</li> <li>• Children's Home Regulations</li> <li>• Safeguarding children procedures</li> <li>• Direct work skills</li> </ul>	<ul style="list-style-type: none"> <li>• Audit &amp; Quality Assurance</li> </ul>

Skills	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Staff supervision</li> <li>• Good written and verbal communication</li> <li>• IT literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Management of budgets and staff rotas</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Committed to achieving best outcomes for children</li> <li>• Able to adopt required shift pattern – including sleeping-in</li> <li>• Demonstrated commitment to ongoing personal development</li> <li>• Adaptive and solution focussed</li> </ul>	
Special Working Conditions	<ul style="list-style-type: none"> <li>• Deputy Manager on-call duties – on rota</li> <li>• Driving licence</li> </ul>	