

JOB DESCRIPTION



Job Designation	Deputy Manager
Salary	
Reports to	Home Manager

Main Purpose of Job	To assist the Manager in the effective and efficient management of the home. To work within, and ensure effective delivery of the Main Responsibilities and Key Result areas identified within the role of Deputy Manager.
----------------------------	--

Main Duties and Responsibilities:	
<ul style="list-style-type: none"> • Responsibility for the management and supervision of team leaders. • To ensure that team leaders have the skills, knowledge and ability to manage residential support workers effectively. • Responsibility for organising staff rotas. • Ensuring that staff understand and are fully aware of the daily routines of the home. • Work within the policies and procedures established in the home and those of northerncare. • Ensure that all staff are aware of their roles and responsibilities in relation to Children's Regulations. • Ensure that all staff are made aware of the variety of intervention strategies to work with children and young people in our care. • Ensure that children's reviews and meetings are delivered within the required time scales. • Ensure both local authority and internal care and placement plans are in place and that staff fully understand their role. • Chair, or participate in meetings and reviews, as and when required. • Ensure that the standards expected in the delivery of care are upheld and the standing of the Company is maintained. • Ensure the home has sufficient and varied information regarding access to other support agencies and children's rights services. • Take the lead in ensuring an open culture is created, one in which children can complain and that they are listened to. • Ensure that all staff work within a non discriminatory environment. • Assist the manager in the administration of financial related issues. • Work within the code of confidentiality and ensure that records in the home are stored in a manner which is compliant with regulations. • Undertake and participate in any training programmes which are relevant to the employment of staff working in children services, paying particular regard to residential care. 	

- Deputise in the absence of the manager and cover for team leaders where necessary.
- Ensure staff fully understand the role of a key worker and make sure systems are in place for the delivery of this practice.
- Promote and actively encourage the professional development of staff.
- Ensure that all administrative requirements of the home are maintained in such a way that they are compliant with good childcare practice, homes procedures, Company policies and Children's Regulations.
- Ensure staff are aware of and deliver the support required to ensure the life chance opportunities of the young people for their social, educational, leisure, emotional, physical, and cultural needs are met.
- Produce, co-ordinate and edit reports.
- Where required act as a nominated officer for a variety of certification purposes, e.g. Fire, First Aid, Health and Safety, Training (D32/33).
- Undertake supervision of identified members of staff, work within the Company policies and procedures in relation to supervision, and personal development plans (PDP).
- Safeguard and promote the welfare of children and young people.
- Promote and actively encourage the delivery of a safe, structured and nurturing environment.
- Where required be involved in the staff recruitment process.
- You must co-operate with the Company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and carry out relevant risk assessments of unsafe practices and conditions that present a safety risk.

The post holder may be reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.

Other Requirements:

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the postholder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Equal Opportunities

northern**care** supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document.

The above job description forms part of your Main Terms and Conditions of Employment. The Company reserves the right to vary duties and responsibilities at anytime.

Signed.....

Date.....