**Job Title:** Deputy Manager

**Job Purpose:**

To deputise for the Registered Manager and in their absence be responsible for the operation and management of the Residential home, and the leadership and management of the staff to provide a positive living experience for the resident Young People

# Key Responsibilities:

**Operational Effectiveness**

* Assist the Registered Manager to ensure standards in the home meet current Children’s Homes Regulations and Ofsted Quality Standards while also meeting the needs of the children and young people in our care.
* Maintain the highest standards in the home at all times, by undertaking regular checks, and managing team members to respond to the requirements of any actions or action plan that may result. Having GOOD as an achievable minimum standard that can be validated by OFSTED inspections.
* Supporting team members with personal and professional development and job related learning as appropriate.
* Know the development needs of each young person; take an active role in planning and implementing the young peoples’ care and development including the support of activities outside the home, taking their individual views opinions and needs into account.
* Provide a comprehensive handover to colleagues, families and other professionals
* Understand the content of the Regulation 45 reports; support the implementation of any action plan. Respond appropriately to Regulation 44 recommendations, implementing an agreed action plan to improve standards responding within agreed timeframe.
* Support Registered Manager to achieve full compliance with all external regulatory bodies
* In Registered Manager’s absence, attend Contract Review Meetings if required, acting as a positive ambassador for the group.
* Keep informed of current legislation, statutory and other guidance with regards to children and young people and share the information with team members as appropriate

**Finance**

Participate in the management of the budget for the home within agreed guidelines, authorising any expenditure from petty cash and payments to young people

**Payroll**

Record information to produce accurate timesheets; recording absences and additional hours worked before authorisation by Registered Manager, meeting payroll deadlines

**Management, Leadership and Training**

* Participate in recruitment, training and development of staff to meet the objectives for the home within agreed principles
* Take part in regular supervision, staff meetings and training events as required, using this as an opportunity to motivate, challenge and progress.
* Support the Registered Manager in taking appropriate action to ensure adequate and appropriate staffing cover at all times.

**Referrals and movements**

* Support the management of referrals into and out of the Home to provide a smooth, well planned transition period.
* Keep the Manager informed of any enquiries about suitable matches and placements that may arise in their absence.

**Safeguarding**

* Ensure that the Safeguarding Policy is followed at all times.
* Ensure that any safeguarding concerns are reported to the Registered Manager and Safeguarding lead without any undue delay
* If appropriate, follow up any incidents with clear communication to colleagues including recording and providing evidence for a written report into safeguarding allegations

**Consultation/Advocate**

Be an active part of consultation opportunities between Young People and care team to enable growth and development of self, staff and Young People

**Policy**

Ensure that policies and procedures are appropriately known and implemented by all team members

**Complaints and Investigation**

Ensure all staff and Young people are aware of the procedures relating to raising a complaint or concern and know what action needs to be taken including undertaking investigations to establish facts

**Data Protection**

* Attend any relevant training to ensure that sufficient knowledge and understanding is applied, and that employees are clear on their roles within GDPR
* Maintain confidentiality around personal and sensitive information that is shared in the course of undertaking your duties

**Health and Safety**

Ensure Health and Safety regulations are followed at all times, alerting the Registered Manager to any potential risk

**General**

**To be part of team rota**

Establish and maintain positive and professional relationships with young people, foster carers, parents, colleagues and other professionals as part of duties

This is not an exhaustive list of duties and responsibilities and this job description may be altered in the future in consultation with the job holder.

# Standard responsibilities:

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to;

* Participates in an annual performance review programme
* Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
* Observes, at all times, strict rules of confidentiality appropriate to the post.
* To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
* OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

**Experience, Skills & Qualifications:**

***Essential***

* It is an essential requirement that Deputy Managers hold a minimum level 3 qualification in residential childcare or equivalent
* To be promoted to Registered Manager, they need to be actively studying for an NVQ level 5 qualification in Leadership and Management in Residential care or relevant alternative, and gain this qualification within 3 years of appointment.
* A minimum of one year’s experience of working at a senior level working with children and young people in a residential setting
* Able to take responsibility for the care and wellbeing of young people
* Can plan, manage time and set priorities
* Creative approach to problem solving
* Empathetic, and caring
* Knowledge of OFSTED inspection framework, and relevant legal frameworks
* Good IT skills
* Excellent communication skills
* Able to understand and work within a budget
* Full, manual UK driving license; car owner
* Able to work flexibly as part of a shift pattern, including weekend/ night shift working
* Able to work in UK
* Enhanced DBS clearance

**Job Holder’ signature**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of Outcomes First Group**

Name: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_