

## Job Description

Job Title: Deputy Residential Manager

Location: Newcastle upon Tyne

Reports to: Registered Manager

Evolution Children Services aims to provide the highest levels of care and service to enable young people to achieve their goals. We do this by ensuring our staff are recruited, vetted and trained against a strict framework with emphasis placed on the quality and continuity of our care workers to provide a stable and secure environment for all young people.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment

We are dedicated to working flexibly and imaginatively with all other professionals and families to ensure the best interests of every young person in our care are consistently served.

### Purpose of Job:

To assist the Manager in the planning and organisation of the residential establishment in providing a comprehensive range of residential childcare services. The aim being to ensure the physical, social and emotional care and development of the children and young people within the establishment, exceed the guidelines and standards expected by Ofsted.

### Aims and Objectives of Evolution Children Services

Evolution Children Services aims to offer a caring, supportive residential environment for all the young people in its care. As part of this environment, a stable and consistent framework of appropriate routines and behavioural boundaries is seen as being of paramount importance.

Many young people entering residential care can demonstrate, largely due to previous learning and negative experiences, a range of attitudes and behaviours which test and push boundaries. Therefore it is essential that the living environment is designed which offers a clear balance between sensitive care and support along with a positive approach which recognises the importance of nurturing control within socially acceptable norms.

It is recognised that in a positive, supportive and safe environment, staff may be able to divert a young person's energies away from destructive and inappropriate behaviour.

The aim of this approach is to support young people to gain an understanding of what is socially acceptable behaviour, and which will hopefully promote the increased likelihood of positive outcomes and brighter futures.

### Duties and Responsibilities

- To maintain the development of positive childcare practice in keeping with the aims

and objectives of Evolution Children Services.

- To provide a safe, warm and supportive environment for the young resident.
- To carry out duties in line with Evolution Children Services policies and equal opportunities.
- To comply with company rules, policies and practices of the establishment and to respond to emergencies which may arise within the establishment.
- Assist the Registered manager in the planning and organisation of the work undertaken by the staff at the residential establishment.
- Participate in the monitoring of child care practices in operation within the home and ensure that they comply with company policies and procedures and that they do not infringe upon the individual rights and freedoms of children and young people.
- Assist in the co-ordination, preparation, implementation and evaluation of individual programmes and care plans etc in consultation with other fieldwork staff, and to liaise with other child care professionals and agencies as necessary.
- Assist in the analysis and evaluation of developmental plans in relation to children and young people using your service. Participation at reviews, staff meetings, also meetings with parents and carers, case conferences etc as and when required.
- Ensure records and reports are kept regarding children and young people and that these reports are relevant, accurate and up to date.
- Participate in the regular formal supervision sessions of support staff in line with company policy and procedure and through this process help to identify training needs for the staff team and individuals. Assist in the organisation of training events, programmes, induction etc and contribute to these as required.
- In accordance with company expectations, assist in the day to day administration of the home e.g. ordering resources, managing petty cash, non staffing budgets and other financial systems. This must be done within cash limits for the establishment set at the beginning of each financial year.
- Assist in the planning and maintenance of the work Rota and the arranging of cover. Ensuring that company procedures and policies are followed concerning staff holiday, hours worked, sickness absence, overtime, health and safety etc
- To foster and encourage, whenever appropriate contact between residents and their families.
- To promote and encourage learning by the young people accommodated with Evolution Children Services and to work with the young people on educational activities within the programmed of education devised by Evolution Children Services.
- To develop a responsible attitude with residents with regard to the fabric, furnishings, equipment, supplies and services in/or to the establishment and to support them in all domestic aspects of both their own personal space and communal areas of the establishment. Ensure any defects in the physical condition of the building or equipment are reported and take the necessary measures to ensure that children and young people as well as staff are not put at risk by such defects.

- Ensure that fire regulations, fire drills and other emergency procedures are known and understood by children and young people and the staff as a whole.
- Ensure that all health and safety requirements are complied with
- To provide a positive working role model for other colleagues and the young people resident. With reference at all times to the companies equal opportunities policy and the recognition of each persons unique racial, cultural and religious needs
- To demonstrate both sensitivity and appropriate assertiveness, whilst working in a pressured environment with groups of diverse residents and staff.
- Provide full cover for the Registered manager in their absence
- Any other duties as may be required and directed by the company or the registered manager.
- To undertake training as required.

## Training

This position requires a commitment to undertake training as required for the proper and full conduct of duties.

Training will be in the following forms:-

On the job

Attendance on various in-house and external courses and training days

Studying towards the NVQ4 Leadership and Management qualification or any other qualification as deemed necessary by Evolution Children Services Limited or as set by Government Legislation for individuals carrying out child care.

## Probationary Period

Probation normally lasts for a period of 6 months from the first day of service.

Successful completion of your probationary period will be dependant on your performance and completion of the required probationary training. Current courses are:

- Induction – 1 days
- Child Protection- 1 day
- LAC Material and Care Plans – 1 day
- Communicating with Young People – 1 day
- Behaviour Management and Physical Intervention Training – 3 days
- Recognising Abuse – 1 day
- Food Hygiene – 1 day
- First Aid – 1 day
- Minimising Risk in a Residential Setting/Fire Awareness – 1 day

The above courses are subject to change.

## Experience and Qualifications

Due to the specialised nature of this work candidates should be able to demonstrate their

understanding of the needs of adolescents, particularly those in care. Experience working with ethnic groups and/or unaccompanied children seeking refuge would also be advantageous. A full manual driving licence is desirable as you may be required to drive the young people to appointments, home visits, local authorities etc.

Preferred candidates will hold a recognised childcare qualification and/or experience of youth work (e.g. young offenders, befriender, fostering). Applicants must be at least 23 years of age.

## **Physical Conditions/Location**

**Newcastle upon Tyne**

## **Pay and Conditions**

**Starting Salary:** £ 22,500 to £26,500pa

**Sleep in Allowance** £25.00 per night

**On Call Allowance** £1,300 pa

**Leave:** 6 weeks per annum

**Hours:** 37 hours per week

**Responsible to:** Registered Manager

**Probation:** Appointments are subject to satisfactory completion of a probationary period, normally 6 months.

**CRB Disclosure** An Enhanced Criminal Records Bureau Disclosure will be required for this post.

**Closing Date:**

## **Legal and Statutory Responsibilities**

All staff must be prepared to comply with Evolution Children Services Health and Safety policies and attend relevant statutory training as required.

Evolution Children Services is committed to diversity and inclusion of staff and residents. All staff are required to demonstrate their commitment to these policies in their day to day work and to treat others with dignity and respect at all times.

## **Corporate Responsibilities**

All staff are expected to demonstrate a commitment to the vision, aims and core principles of Evolution Children Services and be prepared to contribute towards these aims within their staff team.

*This job description is not an exhaustive list of all the duties and responsibilities, and is subject to change in accordance with the needs of the company.*

*Offers of employment are subject to satisfactory references, Enhanced Criminal Records Bureau check and continuous satisfactory performance.*

## Person Specification: Deputy Residential Manager

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	NVQ Level 3 in Childcare or Equivalent	Any of the following: DipSW or equivalent NVQ4 Leadership and Management	Application Form
<b>Experience</b>	2 years experience working with children in the last 3 years and at least 1 year at senior level Supervision or management experience Working with children, young people and their families Work in a residential setting Inter-agency work	Any of the following: Budget management Familiarity of IT systems Developing and monitoring systems Human resources practices Supervision and delivery of training, e.g. NVQ Assessor Organising and co-ordinating delivery of services	Application Form
<b>Knowledge and Understanding</b>	Children Act 1989 and associated regulations and practice guidance e.g. Howe, Warner, Utting, etc Every Child Matters Procedures including Child Protection and Children in Need Policies including Assessing Outcomes, Children's Rights, Equality and Diversity National Minimum Standards and Children's Homes Regulations Care Planning and reviewing processes Risk and risk management	Any of the following: Human resources practices Range of social care services provided to children and young people Working knowledge of quality assurance systems Health and Safety Regulations	Selection process Work examples
<b>Skills and Abilities</b>	<b>Stability:</b> Emotional resilience and maturity. Balanced prospective <b>Creativity:</b> Ability to be imaginative but practical about childcare Drive to see things through <b>Flexibility:</b> Capable of performing a wide variety of tasks Ability to sustain and work through placement issues thus reducing unnecessary moves for young people		Selection process References Personality profile CRB check
<b>Other</b>	Requirement to register with the ISA from November 2010 Willingness to work unsociable hours Participation in an On-Call system		Interview