

Post Specification

Post Specification - Key Information

- **Post Title: Assistant Manager**
- **Date: November 2023**
- **Post Group Number: 1925**
- **Job Family: Children's and Families**
- **Job Family Role Profile: PCD10i**
- **Final Grade: 11**

To be read in conjunction with the job family role profile.

Service Area Description

This post is part of the children's home service area, providing short breaks, supporting vulnerable Children with learning disabilities and complex needs and their families to manage difficulties they may be experiencing at home. Their needs are adequately assessed, and provision made enabling them to access learning and social opportunities which support them achieve their potential. Service aims & vision are to provide enjoyable breaks, which expand the opportunities available for children, whilst supporting them to learn skills appropriate to their age, ability and understanding, encouraging natural progression, within a home environment. Working closely with the child, families, schools and key professionals, to provide consistency and support in ways that are in the best interest of the child.

Purpose of this Post

- Responsible for supporting and deputising for the Registered Manager in the development and delivery of the homes 'Statement of Purpose'. Lead and manage the team and encourage innovative solution focussed therapeutic approach to ensure high standards of care and support is provided to children and young people living in the home.
- Provide support to the children and young people to ensure their voice is heard as part of their care planning. Lead and motivate the team to deliver and coordinate services to meet those needs whilst the child is at the home.
- Support the manager and the staff team to enable children & young people with learning disabilities to grow, learn, develop, and live a positive and fulfilled life. Delivering outstanding needs led respite service for our children, young people, and their families. Develop and improve their independent living skills, social interactions to build confidence giving them the opportunities to always unlock and reach their full potential in a safe and nurturing environment. Encourage them to express their individuality and be the best version of themselves.
- Support the manager and the staff team to deliver positive meaningful support to children, young people and their families by providing short breaks and respite care to improve outcomes and avoid admission to care.

Key Job Specific Accountabilities

1. Support the Registered Manager of the Children's Home to provide evidence of high standards of care as required in accordance with relevant legislation, procedures and policies and deliver the 'statement of purpose' for the home.
2. Support the team to assess and develop support for the children and young people's care planning demonstrating inclusivity throughout.

3. Provide emotional health and wellbeing support and practical support to young people with a learning disability, autism and complex needs who can display challenging behaviours and their families whilst maintaining professional working relationships.
4. Support the Registered Manager to develop a community of care in and around the home and be an integral part of multi-disciplinary team to support children and young people's placement at the home.
5. Work as part of a team and individually to provide high-quality person-centred care to young people and their families based on their assessed needs. Provide a safe stimulating environment to support their development, promote their involvement and participation in the day-to-day life of the home and activities outside of the home.
6. Chair or facilitate meetings between family members, social workers and other stakeholders as part of the service review and development plan on behalf of the registered manager when necessary.
7. Responsibility for individual staff supervision and annual appraisal and support the registered manager to deliver the team's training and development programme to enable them to have available all necessary skills, expertise to meet the needs of the children and young people.
8. Coordinate the audit of activity within the home including administrative, care planning and reporting, bookings, rotas and any specific tasks delegated from the Registered Manager.
9. To have overall responsibility for the health and safety of young people, staff and the building in the absence of the Registered Manager.
10. To support the Registered Manager to ensure the physical state of the building is maintained, is clean, safe and a welcoming environment. Ensure any repair/maintenance issues are dealt with promptly and good decorative standards are maintained in the home.
11. Support young people to have their voice heard in all aspects of their care and promote communication and participation with partner agencies liaising closely with parents and relevant professionals.
12. Support the registered manager and team in maintaining appropriate standards of care which is of high quality and meets the regulatory requirements in line with legislation, council policy, safeguarding and procedure and health and safety executive.
13. Support young people with their personal and health care including the administration of medication and support any clinical procedures in line with the councils policy and procedure
14. Adhere to the Council's GDPR policies regarding confidentiality and information sharing giving due to consideration to the protection and well-being of the child as paramount.
15. Contribute to the Councils emergency planning for the home in a time of crisis.
16. Enhance the Council's image within the community by promoting awareness of services and achievements and encourage greater public participation whilst demonstrating the Council's core values and corporate standards.
17. Undertake sleep in and weekend duties in line with the homes rota system where required to assist with service delivery and manager oversight.

Key Facts and Figures of the Post

- **Budget Responsibilities:** Assistant Manager to monitor petty cash and card expenditure providing up to date and accurate records of money spent within the home liaising with the manager and budget holder
- **Staff Management Responsibilities:** To support the Registered Manager with the recruitment, selection, and appointment process in line with the Councils safer recruitment policy.
- Provide robust supervision and appraisal opportunities for staff which is reflective and offers development opportunities.
- Ensure that professional ethics and behaviour are always demonstrated by staff. Be a visible resource for coaching, modelling and development of the staff team. Ensure clinical practices and medication processes within the home are conducted in line with legislation.
- Plan, prepare and input rota duties in a timely manner

Essential Criteria

- **Qualifications:** Diploma 5 in Leadership & Management Children and Young People (or the enrolment to complete the qualification within 2 years appointment) or equivalent residential management qualification.
- Diploma 3 in residential childcare or equivalent NVQ3/4 in relevant field with demonstrable experience.
- Evidence of ongoing professional development
- **Knowledge:** Knowledge of current relevant national policies, statutory guidance, and legislation in respect of children and young people who are looked after, including the children's home regulations and quality standards.
- LCSB safeguarding policy.
- Awareness of Research material/reports legislation around childcare/safeguarding/good practice
- Knowledge of child development 8-18 inclusive.
- Knowledge of managing challenging behaviour
- Understanding of Equality and Diversity issues
- Knowledge of working with children and/or adults with learning disabilities, autism and complex needs including behaviours that challenge us.
- understanding of assessing individual needs and formulation of child/person centred care plans
- **Experience:** Significant experience working in a residential setting for children and young people. Or similar residential provision supporting individuals with Learning Disabilities.
- Supporting children and young people with complex needs and challenging behaviours.
- Experience of working with other agencies and partners to improve outcomes for children and young people.
- Care planning.
- Managing Rota's
- Completing Audits
- **Expertise:** Strategies for working with children with challenging behaviour and complex needs.
- Ability to evaluate and promote equality, diversity and children's rights.
- Budget management understanding
- Ability to communicate effectively, with good observation, active listening skills and empathy.
- Ability to communicate at all levels with effective concise, relevant and accurate material both written and verbal, to meet the individual needs of children and young people and their families.
- Ability to prioritise and manage work effectively to reach agreed timescales and deadlines.
- Ability to deal with difficult, sensitive, emotional, and stressful work. To risk assess and respond to a range of situations.
- Ability to work within settings and the community independently.
- ICT competent eg. Microsoft Word, Excel, Outlook and Internet

- Ability to assess, complete and review a needs led child's plan.
- Ability to manage sensitive confidential information in line with GDPR.
- A willingness to commit to ongoing professional development and training.
- Ability to administer medication including emergency medication as required.

Desirable Criteria

- Budget management skills
- Group work skills including parenting programs.
- Awareness of the impact on children of emotional and social circumstances and events
- Able to problem solve and offer solutions.

Desirable Skills

Research based Knowledge of child development and trauma informed Practice.
Knowledge of De-escalation techniques and Team teach model

Essential Other

- Ability to work flexibly around the needs of the service including residential and sleep in duties.
- Ability to resolve conflict and mediate with staff, children, young people and relevant adults.
- Ability to travel independently both in county and out of county if required.
- Attend EHCPs, CIN and CLA reviews or any other meeting that includes the home as part of the MDT.

- Disclosure and Barring Service (DBS) Checks

- DBS Enhanced – Children

Job Working Circumstances

- **Emotional Demands:** Emotional demands are high and frequent and can be of intense periods due to the challenging behaviours of the children and significant adults Ability to manage challenging behaviour from young people and families on a regular basis
- **Physical Demands:** There is an expectation to engage with young people and the ability to manage behaviours that challenge in a trained and non-confrontational way. Undertake team teach refresher training every 2 years, or at any point as required in that period. Able to use physical intervention and Team Teach Techniques as required by homes policy. Working on longer shifts and overnight support and weekend duties.
- **Working Conditions:** Lone working will require diligence and good knowledge of safeguarding procedures. To travel to undertake internal and external meetings in confrontational settings where aggression may be experienced.
- **Other Factors:** The ability to travel across the county and outside of the county should the service require.
- Hours worked on a rota/shift basis and able to adjust at short notice rostered/shift hours due to staffing or other difficulties.
- Be aware of and implement CCC No Smoking Policy