**JOB TITLE:**

Deputy Manager

**PURPOSE OF THE POST**

To support the manager in ensuring the home meets the standards and expectations of the statement of purpose. To safeguard and promote the welfare of the young people and ensure the quality of care is consistent with the Childrens Homes Regulations and the Quality Standards. To ensure the homes policies and procedures are adhered to and resources are managed effectively.

To act as an appropriate role model and to support young people to achieve their optimum potential. To support, supervise and inspire colleagues to enable them to fulfil their job descriptions.

To be the responsible person in managing child protection concerns and complaints in the managers absence or as directed

To liaise with local authorities, school, health and other professionals to achieve the best outcomes for young people.

**EQUAL OPPORTUNITIES**

All young people are equally entitled to have their needs met in a fair and balanced way. To be responsible for promoting equal opportunities for all and for challenging any behaviour or practice which discriminates against any young person or colleague on the grounds of race, religion, disability, age, gender, sexual orientation or any other perceived difference.

**ACCOUNTABLE TO**

Registered Manager and the Responsible Individual

**MAIN DUTIES**

**Managing the home and colleagues**

**Inspiring: we promote a culture which is high in expectations, enabling young people and colleagues to achieve their potential**

* To Manage the home effectively in the absence of the Manager
* To ensure that Horizons values are promoted and celebrated in the home
* Providing Inspiring leadership and guidance to assist in the development of the team and individual colleagues.
* To be responsible for the management and appraisal of colleagues
* To Supervise colleagues and manage individual and team performance to ensure a standard of excellent service delivery
* To ensure all colleagues attend training in line with their personal development plans and regulations.
* To Manage health and safety processes in the home including the implementation and monitoring of risk assessments
* To lead on the induction of colleagues into the home

**Financial Management**

* To assist in the management and operations of budgets and petty cash in accordance with financial procedures
* To monitor expenditure and alert the manager in cases of overspending.
* To ensure colleagues understand and operate financial systems correctly.
* To ensure adequate resources are at the home.
* To monitor the use of agency within the home
* To monitor occupancy levels in line with budgets
* To understand and review the homes budget and financial performace

**Managing the Environment**

* Create a homely setting for young people
* Maintain a safe environment that complies with Health and Safety and other legal requirements.
* Maintain the fabric of the building and grounds ensuring colleagues and young people take responsibility for the upkeep of the home.
* Create and develop links between the home, community, and young people.
* To ensure the home environment is appropriate and sensitive to the needs of young people being looked after and is complaint with the Childrens Homes Regulations and quality Standards.
* To ensure all maintenance and item requests are logged on to the facilities management system and to alert the manager to any issues obtaining authorisation

**Quality Assurance**

* To support the manager in the completion of the Reg 45 on a monthly basis
* To support Reg 44 visits in the managers absence
* To Support the manager, I completing monthly managers audits
* To support Responsible Individual audits in the managers absence
* To ensure all recording and reporting systems are understood by colleagues and that all relevant documents are available
* To Support Ofsted inspection visits in the managers absence
* To seek feedback from professionals that work in the home and young people
* To gain the wishes an feelings of young people at the home

**Professional Care Practice**

* To be responsible for safeguarding and actively promoting the welfare of children and young people
* To be alert to signs of distress or abuse and to ensure that the children and young people are monitored and protected and have their needs met
* To provide primary basic care and a nurturing, therapeutic environment to help young people progress.
* To contribute to the normal development of the children and young people through the provision of a healthy lifestyle to enable them to reach their fullest potential by providing a variety of stimulating activities and a consistent and caring adult model.
* To work with consistent boundaries to create safety for the children and young people.
* To be a positive role model for the child and colleagues and encourage both to develop meaningful relationships and attachments.
* To work alongside the children and young people to help develop a true sense of identity and feeling of self-worth.
* To engage, communicate, talk, and listen to the children and young people. To observe their behaviour and record significant features.
* To liaise with other professionals i.e. schools, social workers.
* To support the children and young people to integrate into social activities and where appropriate mainstream school.
* To use reactive strategies to support the behaviour of children and young people who are unable to manage their own behaviour.
* To assist in preparation for reviews and meetings and attend when required.
* To contribute to care planning and the implementation of these plans.
* To work alongside therapeutic colleagues to enable effective integration of care and therapy.
* To work with children and young people and their prospective carers to ensure the child’s successful integration into a family when placed.

**Compassionate: we listen, care and support with sincerity empathy and kindness**

**Leading and Inspiring a team**

**Collaborative: we value our partnerships and work together to create innovative and sustainable solutions for young people**

* To act as a Leader of the team, inspiring and supporting colleagues and being prepared to receive support and advice as necessary.
* To inspire and lead colleagues on shift and model best practice
* To lead in team meetings and therapeutic consultations at regular intervals.
* Giving and receiving feedback on performance with colleagues and managers
* Providing formal practical and emotional support to colleagues experiencing difficulties
* Leading, Attending, and contributing to regular supervisions
* Responsible for referring any causes for concern regarding practice (whistleblowing) and to ensure these are recorded and reported in line with procedures.
* Being familiar with all policies and procedures and adhering to them and leading others in understanding and following these.

**General Responsibilities**

* To share in the practical activities necessary to maintain the home to the highest standard.
* To set the highest standard in home making.
* To take ownership of the home, including the fabric, equipment, and grounds.
* Leading young people’s meetings and contributing to them
* Leading and guiding in Health and Safety Regulations and Procedures.

**Personal**

**Dependable: we are reliable, trustworthy, creating safe environments where young people can flourish and colleagues can grow, and we always keep our word**

* To keep abreast of good practice to develop skills, knowledge, and experience, in accordance with your personal development plan.
* To be able to take responsibility for own personal development.
* To make use of regular supervision.
* To develop an understanding of Horizon Cares Whistle Blowing Policy and procedure.
* To attend in-house and external training to develop skills, knowledge, and experience.
* To commit to ongoing personal and professional development.
* To participate in the on-call system
* To contribute to the development of Horizon as a whole
* To maintain up to date knowledge of statutory and procedural framework for residential care and communicate this to the team.