**Job Description- Deputy Manager**



**Purpose of the Post**

To support the manager to effectively manage a team of staff to deliver person centred, specialist services to children and young people.

To deliver services which meet or exceed organisational expectations and standards

To create and maintain safe working environments in which staff can fulfil their duties

To create and maintain an environment where staff can achieve excellence, develop within the service and access the range of organisational opportunities

To contribute to the wider planning and delivery of services within the Operational Services To work collaboratively with all directorates within the organisation in pursuit of seamless service to beneficiaries and staff 8. To act as a representative of New Focus Childcare in all dealings with external professionals, families, carers and members of the public, and to protect the reputation of the organisation in those dealings.

To work with the Managers and external stakeholders to promote and market Sense’s unique offer.

To complete aspects of the Residential Support Worker role while on shift within the home.

**Equal Opportunities**

All young people are equally entitled to have their needs met in a fair and balanced way. Residential Support Workers, Deputy Managers and Residential Managers are responsible for promoting equal opportunities for all and for challenging any behavior 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, Responsible Individual and Directors.

# Specific Duties and Responsibilities

To support the manager in providing line management support to a team of staff by:

Conducting regular supervisions where performance is assessed, managed and developed.

Conducting regular team meetings where service progress and person centeredness is assessed, managed and developed.

Maintaining a team of appropriately trained staff to meet the needs of each individual using the service.

To support the manager in maintaining appropriate levels of staff to meet the needs of the individuals in the service by:

Managing the impact of absence.

Inducting new starters.

To support the manager to identify needs and outcomes for each individual who uses the service by:

Conducting or commissioning appropriate assessments.

Ensuring that statutory services have conducted appropriate assessments.

Conducting person centred reviews at appropriate intervals, engaging the necessary partners.

Translating recommendations into action by designing and delivering support plans.

Actively engaging families and external professionals where appropriate.

To support the manager to deliver services which are legally compliant in all aspects including (but not exclusively) Regulatory bodies (Ofsted), Health and Safety legislation, Mental Capacity Act, POVA by:

Maintaining up to date knowledge of all aspects of compliance.

Contributing to the design of organisational systems which guarantee compliance. Maintaining systems which guarantee compliance.

To ensure the safeguarding of individuals in our care by adhering to our policies and procedures, acting on concerns raised, and reporting as required.

To ensure that staff are trained and competent in line with policies and procedures.

To support the manager to deliver services that meet or exceed New Focus Childcare’s organisational standards by:

Delivering services to a high standard set within the Operational Services.

Contributing to the organisational audit of the service and responding to recommendations.

To contribute to a 24 hour on call system on a rota basis, covering a range of services in a specified area.

To work flexibly across a 7 day rota, including evenings, nights and weekend.

Any other duties commensurate with the nature and grade of the role, many of these can be found in the Residential Support Work Job Description on the New Focus Childcare website.