

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Deputy Manager – Children’s Residential Care
- Post Number: P23345
- Grade and SCP: RESOCIAL Grade 7 + 2, SCP 27 – 30
- Directorate: People-Safeguarding- Residential

Where your role fits at Shropshire Council

As Shropshire Council we are rightly proud of our achievements and we have proven to be a resilient local authority in our response to the many challenges we overcome, particularly over recent years. We will be continuing this momentum with ambition and a focus on delivering our four key priorities outlined within the Shropshire Plan: Healthy People, Healthy Environment, Health Economy and Healthy Organisation.

We are committed to achieving this by aligning everything we do to our vision ‘Shropshire - living the best life’; to tell everyone that Shropshire Council is a great place to be.

We will enable a skilled, happy, healthy, diverse, inclusive, empowered, and proud workforce that influences and leads change, addressing any inequalities.

As a member of the *Children’s Residential service* within Children’s Social Care you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Shropshire Council is undergoing a large-scale transformation programme aimed at ‘Creating a better future’, which puts improving the quality of life of all local people at the heart of everything we do.

Their satisfaction will drive our decision-making and we are committed to changing for the better, by working together in new ways across the whole council and with our local partners. Front line services will be empowered to make decisions on the best form of service delivery and will have control of the necessary resources to do so.

The People’s function is concerned with promoting a healthy and inclusive society within Shropshire. This will be carried out through partnerships and collaborative working with health, housing, the private and independent sector.

This post is based within the Children’s Placement & Joint Adoption Service area which is a dedicated team responsible for providing and commissioning adoption, fostering and residential placements for Shropshire’s looked After Children and young people.

As a member of the *Children’s Placement & Joint Adoption Service*, you will support the delivery of the transformation programme in line with the Council’s vision, values and strategic objectives; via clear and ethical manager / staff interactions.



Overview of your role

The post holder will be accountable to the Registered Manager, and to the Service Manager of Children's Placement & Joint Adoption Service for the day-to-day management of the work within the residential home and for supervision, professional development and training matters.

- Responsible to the *Registered manager* who is in turn responsible for the post holder's health and safety, training and development.
- To deputise for the Registered Manager of the Residential Children's Home when required.
- Along with the Registered Manager be responsible and accountable for a team which includes Shift Leaders, Residential Care Workers, domestic and administrative staff, offering a range of residential services for children and young people.
- To jointly ensure the effective management of one of the Directorate's establishments offering residential care to young people who are looked after by the authority. Also to ensure, through regular monitoring, supervision, performance reviews and practice, that the quality of care is of a high standard, that it is safe and aims to meet the combined expressed and assessed needs of the young people concerned.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

Who will your manager be and what will you be responsible for?

You will be:

- reporting to the Registered manager who is in turn responsible for your health and safety, training and development.
- responsible and accountable for a team of Residential care workers, acting in a supervisory/managerial capacity, monitoring performance, supporting development and undertaking annual appraisals.
- expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.



What will you be doing?

To assist the Registered Manager in the following:-

1. Within the existing procedural requirements, ensure that residential staff undertakes their responsibilities in respect of the systems for admission and discharges from residential childcare establishments.
2. Monitor the implementation of care plans in respect of all children in the establishment's care and promote increased participation by children and young people and their parents.
3. To ensure that staff in the establishment maintain appropriate records in accordance with Directorate guidelines and procedures.
4. Monitor and ensure that the use of measures of control is in accordance with the Central Government and Directorate policy, guidelines and procedures.
5. To ensure, in conjunction with senior management, that the establishment is appropriately staffed according to the agreed level for the establishment by taking first line responsibility in the recruitment process, liaising with Human Resources and for the maintenance of appropriate rota arrangements.
6. Arrange for the induction of all care staff to the residential establishment and their responsibilities regarding procedural and regulatory requirements.
7. Through the agreed process, ensure, with senior management, that buildings and furnishings are maintained to high standard. .
8. To ensure that the care provided in the establishment is within current legislation, Directorate policies, procedures, practice guidelines and are also appropriate to the assessed needs of the resident children and young people.
9. Together with the Registered Manager, regularly supervise all social care staff and maintain a written record of issues discussed and decisions reached and identify staff development needs.
10. To ensure that regular staff meetings are held in accordance with Directorate guidelines.
11. Identify and resolve (where possible) operational difficulties and propose solutions for consideration by the Service Manager of Children's Placement & Joint Adoption Service.
12. To promote clear lines of communication and consultation for residential staff.



13. Inform and consult with the Registered Manager, Team Manager and Service Manager of Children's Placement & Joint Adoption Service regarding any operational difficulties, which involve staff they have had a responsibility towards.
14. Liaise with other service providers, Initial Assessment, Assessment Support, Lac and LAC Ed Service to encourage an effective partnership in the planning of care for children and young people.
15. Maintain appropriate records to provide accurate information relating to use of the accommodation, to inform longer term planning. (Admission reasons, choice/appropriateness of placement, lack of availability/appropriate resources, length of placements etc.)
16. To ensure that all children, young people and staff are aware of the Children's Complaints Procedure.
17. To take first line management responsibility for matters relating to discipline, grievance and industrial relations – by reporting and referring to senior management, including knowledge of the 'Speaking up about wrong doing' policy.
18. To promote good relationships with local members of the community and, wherever possible, to take immediate remedial action to resolve difficulties.
19. To ensure that any action required as a consequence of a statutory visitor's report is completed with appropriate urgency.
20. 'Out-of-hours advice and support.
21. To ensure that a programme of regular children's meetings is arranged and that issues raised are brought to the attention of appropriate staff.
22. To ensure that all financial transactions are certified for payment and conducted within financial regulations and Directorate guidance and to hold responsibility for budgetary control of those budgets allocated to the home.
23. To undertake the Work Placement Supervisor's Course and supervise students on placement.
24. To undertake management training in accordance with Safeguarding Group's Training Matrix within six months of appointment and obtain a relevant management qualification within three years of appointment.
25. To be responsible for promoting continuing personal and professional/vocational development of self through staff development processes.



26. To undertake such other duties as may be required by management and which are commensurate with the grading post, not specifically mentioned in this job description. The job description is intended as a guide to the principal duties and responsibilities of the post and, as such, will be subject to periodic review in consultation with the job holder.
27. To comply with safe standards of work in accordance with the Department's Health, Safety & Welfare policies and procedures.
28. To work flexibly in order to meet the needs of the home, young people and the service.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

You will be based at a local authority Children's Residential home within Shropshire

- The conditions of service are those laid down by the National Joint Council for Local Government Services, as amended from time to time and as adopted by the Council.
- The post is based at *one of Shropshire Council's Children's homes*.
- This post is subject to the following:



- The post is *permanent* for 37 hours per week, following a successful 6 month probationary period.
 - Normal office hours are 7am to 7pm Monday - Friday and 8am-1pm Saturday but actual hours are variable; will include working an unsociable hour's management rota which is complimentary to the staff rota to ensure the proper discharge of duties and to accommodate the changing needs of the home
 - The post is subject to the Council's annualised hour's scheme as implemented within the specific work area.
- This post carries eligibility to join the Local Government Pension Scheme. Information about this and other pension options will be sent with any formal offer of appointment.
 - Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rata for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rata) can be carried over into your next leave year but must be used by the end of March. The appointment is subject to 2 month's notice in writing on either side.
 - The appointment is subject to *six months'* satisfactory probationary service during which time the notice period will be one week on either side.
 - Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.
 - It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 45 pence per mile.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

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What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.

