

# Job Description

**Job Title** Deputy Manager

**Location** The Meadows & U.K. wide

**Job Purpose** To manage the resources of the home and to provide a positive therapeutic and educational living experience for the resident children and young people

## 1 Main duties and Responsibilities

- 1.1 To deputise for the registered manager in their absence.
- 1.2 To administer referrals to the home in accordance with the Company's Admissions Policy.
- 1.3 To be actively involved in face-to-face therapeutic work with young people accommodated in the home.
- 1.4 To ensure the allocation of key workers to children and to support key workers in fulfilling key work responsibilities.
- 1.5 To monitor the services provided by the Meadows and ensure that they are of a consistently high standard.
- 1.6 To ensure that all case records are maintained in accordance with regulation.
- 1.7 To attend Staff meetings, reviews, planning meetings, etc. and to act as Chair if necessary.
- 1.8 To assist in formulating policies and procedures that reflect the aims and objectives of the Company and develop systems for monitoring progress towards those aims and objectives.
- 1.9 To monitor the changing needs of the children accommodated in the home and ensure that the child's placement plan is appropriate to the identified needs.
- 1.10 To collate monthly time sheets and rotas.
- 1.11 To maintain a record of all service monitoring conducted and the conclusions reached for inclusion in the home's Schedule 34 reports.
- 1.12 To provide weekend on-call cover, usually once a month.
- 1.13 To be responsible for the admission and appropriate professional supervision of any students on placement at The Meadows.

## 2 Staff

- 2.1 To ensure that all staff are properly managed.
- 2.2 To provide appropriate management for full time, part time and relief staff including regular supervision and annual appraisals.
- 2.3 To ensure the selection, recruitment, induction and management of all staff within the designated areas of work is carried out effectively and in accordance with the Company's Staff Development Policy and the Recruitment and Selection Policy.

- 2.4 To support the provision of training for the staff within the designated areas of work, including Induction training, First Aid, Health and Safety, Fire Safety, Food Hygiene, NVQs and other service wide training.

### **3 Management**

- 3.1 To manage the facilities, people and any delegated budget in accordance with the Company's policies including Staff Development, Whistle Blowing, Child Protection, Health & Safety and Equal Opportunities and to ensure that staff and children are aware of their responsibilities.
- 3.2 To ensure the service provided by the Meadows meet high standards and are subject to appropriate quality assurance and service monitoring arrangements.
- 3.3 To fulfil duties assigned to Managers within the Company's procedures (for example, Health and Safety, Discipline, Capability, Grievance and Complaints etc.)
- 3.4 To implement the letter and spirit of the Company's: Equal Opportunities, Fair Treatment and anti discriminatory practice, policy and objectives in employment and service delivery.
- 3.5 To play a significant role in the strategic development of the Company via membership of the Senior Management Team.
- 3.6 To ensure that services are delivered in the most economic, effective and efficient way yet in accordance with the standards, regulations and guidance set out in The Children Act 1989, The Care Standards Act 2000, The Childrens Homes Regulations 2001 and by The Commission for Social Care Inspection.
- 3.7 To liaise with other staff of equivalent designation to ensure office cover at the Meadows during the working day i.e. normal weekday business hours of 8 am to 5 pm

### **4 External Environment**

- 4.1 Being pro-active in liaising with various agencies and bodies to promote the Company's profile as a centre of excellence.
- 4.2 Ensure effective communication with the Commission for Social Care Inspection, Head Teachers, Fire Officers, Police, etc.
- 4.3 To create and maintain links between the community and the home so that young people accommodated in the home are enabled to participate fully in the life of the local community.