

SPECIALIST EDUCATION SERVICES

Deputy Care Manager

JOB DESCRIPTION

POST TITLE: Deputy Care Manager
RESPONSIBLE TO: Registered Manager
GRADE: APT&C Salary Scale: pts 20 to 24
POSTHOLDER:

SES Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

GENERAL RESPONSIBILITIES:

- To be conversant with, and work towards, fulfilling the establishment's Statement of Purpose in relation to the 'Guide to the Children's Homes Regulations including the quality standards', ensuring that the SES philosophy, ethos, aims and objectives are reflected in its organisation and practice.
- To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
- To monitor objectively the quality of relationships between children, between staff and children, and between staff, with the constant aim of improvement.
- To maintain good practice, be informed on current practice, and in liaison with the Registered Manager, implement changes in accordance with developments in the residential social work field.
- To liaise with staff of all disciplines as necessary to promote co-operation within the home and ensure minimum disruption to the smooth running of the establishment.
- To be conversant with and adhere to all procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

MANAGEMENT RESPONSIBILITIES:

- To be a member of the Senior Management Team and deputise for the Registered Manager in her absence with regard to her overall responsibilities.

- To attend weekly Senior Staff Meetings in a liaison and advisory capacity.
- To chair Child Care Staff Meetings where designated.
- To offer formal Supervision to members of the staff team as delineated in the Staff Support and Development Programme.
- Where delegated, to offer Line-Management within the Staff Support and Development Programme for Child Care Staff.
- To assist in the professional development of colleagues by involvement in other relevant aspects of the company's Staff Support and Development Programme.
- Deputy Care Managers will hold a responsibility for the following specific duties held in rotation within the group:
 - a. the general organisation and operation of the home on set designated shift times
 - b. hold operational responsibility for a specific management aspect of the home (e.g. recreation programmes, administration of medication, etc)
- To play a significant role in the training and induction of Child Care Staff, particularly in the absence of the Registered Manager.
- To develop and maintain a monitoring and support role with regard to specific children, and ensure that regular discussions on those children's overall progress are held between relevant colleagues where and when appropriate.
- To monitor and support Personal Tutors (and where appropriate Link Tutors) in all liaison work with families, carers, significant others and placement agencies, particularly as part of the home's referral and admission procedures.
- To support and advise Personal Tutors on the collation of casework information, production and operation of individual plans and specific reports relating to the Individual Needs Portfolio and statutory meetings and case conferences.
- To ensure that full and complete records of a child's progress are maintained and that sound decisions are made and carried out for a specified group of children.
- To monitor the effectiveness and appropriateness of the day-to-day recording of children's progress and behaviour.
- To be responsible for the management of activity and personal allowance money on a daily basis and, in the absence of the Registered Manager, the audit of such monies on a monthly basis.
- To organise, monitor and evaluate a recreational and social programme that engages pupils in constructive, enterprising and a socially extending range of leisure and activities both in the evening and at weekends and to ensure the right balance of activity and relaxation on specific evenings.

- To be responsible on a shift for volunteers and students of child care/social work placed at the home for periods of practice or observation.
- To be responsible when on shift for the co-ordination of all medical aspects of the running of the home with regard to children.
- To monitor Child Protection issues as described in the SES Safeguarding and Child Protection Policy and Practice document.
- To be fully conversant with other management roles and responsibilities, and other areas of specialism within the establishment so as to be able to liaise and work effectively with colleagues.
- To be conversant with the referral system for the placement of children at the home.
- To have outline knowledge of Local Authority Services, placing agencies and how they are involved with the home.
- To lead a multi-disciplinary duty team and “sleep-in” as per rota.
- Perform any other task that the Registered Manager or Principal may reasonably request.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. There are no definitive working time arrangements for the Deputy Care Manager role however in allocating time to the performance of responsibilities and duties the postholder must adhere to the company’s policies and plans on the use of time and as such requires a minimum of 37 hours per week. To take account of the fact that employees will work shifts, the working week is calculated over a complete shift pattern and is then averaged out. This is a management post and is paid at an annual salary not an hourly rate.

REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the company’s Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the company in relation to the postholder's professional responsibilities and duties.