

Kent County Council

Job Description: *Children's Home Deputy Manager*

Directorate:	Children, Young People, and Education
Unit/Section:	Children's In House Services
Grade:	KSG
Responsible to:	Registered Manager

Purpose of the Job:

To assist the Registered Manager to provide quality and stimulating children's home to children and young people who stay at the home. We work in line with Children's Homes (England) Regulations 2015, Quality Standards and the Care Standards Act 2000.

The Deputy Manager has a key role in facilitating and developing a range of opportunities and experiences to improve the quality of life for the children and young people accessing. The Deputy Manager will support to lead a team of staff to achieve this to a high standard.

Main duties and responsibilities:

- **Deputy Leadership and Management Cover:** Deputise for the Registered Manager as required, providing leadership to the staff team, ensuring professional standards, codes of conduct and KCC terms and conditions are upheld, and that the home operates safely and effectively in their absence.
- **Operational Management of the Home:** Oversee the day-to-day operation of the children's home, including rota management, admissions and discharges, bed planning, oversight of children and young people's files, daily monitoring of reports, facilitation of staff meetings, and escalation or resolution of operational issues as appropriate.
- **Staff Line Management and Workforce Oversight:** Provide direct line management and supervision to allocated staff, addressing minor grievances and complaints, supporting performance management, and assisting the Registered Manager to ensure staff receive regular supervision and annual appraisal of performance and fitness to practise.
- **Practice Leadership and Quality of Care:** Ensure professional practice within the home is monitored and delivered in line with service procedures, providing practice leadership and oversight of care and positive support practices to meet the individual needs of each child or young person in accordance with their care and behaviour plans.
- **Safeguarding, Compliance and Regulation:** Raise and respond appropriately to safeguarding concerns relating to children, young people or staff, including referrals to relevant professionals (e.g. LADO), and support the facilitation of Ofsted inspections or Regulation 44 visits in the absence of the Registered Manager, working with the Responsible Individual as required.
- **Health, Safety and Premises Compliance:** Support the Registered Manager in ensuring the safety and maintenance of the home, including planned maintenance,

completion of health and safety documentation, medication oversight and auditing, and compliance with all relevant statutory and organisational requirements.

- **Financial and Resource Management:** Assist the Registered Manager in ensuring the home operates within agreed budgets, KCC financial procedures and cash limits, and contribute to maintaining appropriate staffing levels, including covering shifts as a last resort to ensure safe staffing ratios.
- **Professional Responsibility and Flexibility:** Undertake any other reasonable duties commensurate with the role to support the safe, compliant and effective running of the home.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Children's Home Deputy Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • 5 GCSE's or equivalent. • Level 3 Diploma in Residential Childcare or equivalent, or willing to work towards this.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of managing and supervising a staff team. • Experience of working in a residential setting. • Knowledge and/or experience of using positive behaviour and/or therapeutic support approaches to enhance the lives of the young people.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Able to work on own initiative. • Deputise for the Registered Manager as required. • Ability to lead a staff team. • Able to relate theory to practice and effective role modelling. • Identify the needs of the children accessing the home. • Excellent and effective communication skills. • Able to produce clear, concise, and accurate records. • Skills to deliver supervision and appraisals to staff. • Ability to juggle multiple responsibilities simultaneously. • Computer literate.
KNOWLEDGE	<ul style="list-style-type: none"> • Good working knowledge of the Children Act 1989 and 2004. • Theory relating to child development and caring for children (disability/attachment). • Thorough understanding of the Children's Homes (England) Regulations 2015. • Thorough knowledge of Ofsted's inspection process and the Quality Standards. • Comprehensive understanding of Health & Safety.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p>

	<p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p>
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Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making