



## Residential Short Breaks Deputy Manager



As a Residential Short Breaks Deputy Manager, you will be supporting disabled children, or young people and their families, accessing our services. This is a great opportunity to develop your skills in a rewarding role, and gain a strong sense of achievement.

Read further to find out about whether this role is right for you.

For more information about KIDS please visit [www.kids.org.uk](http://www.kids.org.uk).

**Our vision is a world in which all disabled children and young people realise their aspirations.**

# Job Description



## Overall Purpose of Role

- To be the Deputy Manager of KIDS 7 bed residential short breaks home in Almondsbury.
- To assist the Registered Manager in managing the residential short breaks facility in accordance with all relevant legislation and KIDS policies and procedures, ensuring the centre meets all Ofsted requirements and helps fulfil KIDS vision.



## Key Relationships

- Working with the Registered Manager to maintain good and co-operative working relationships with the KIDS team based nearby at Kingswood, providing mutual support and sharing staff where appropriate.
- Working with the Registered Manager to maintain good, mutually supportive arrangements with the Registered Manager for KIDS Smiles Centre – developing joint policies and procedures wherever possible.
- South Gloucestershire local authority, commissioners, contract manager and the Child and Disability team (0-25 service).
- Families of the children and young people using the service.
- Other agencies who work with the children and Young people using the service.

## Working Context

- Residential short breaks are integral to a Child or Young Person and their family. It is important that once a break is booked that every effort is made to deliver that break as agreed. This can put the management team under substantial pressure if there are staff shortages. This may require the deputy manager to step in at short notice to make up the rota.
- Some of the Children or Young People will have substantial personal care needs and some will have behaviour which is challenging.
- In addition to emergency cover, evening and weekend work will be required.
- Reporting to this role the candidate will have up to three Senior Practitioner's and approximately 15 practitioners (the number will vary depending on whether they are full time or part time) as well as approximately 6 sessional workers for additional cover.



# Key Responsibilities

This role will involve assisting the Registered Manager to:

- Ensure the service is delivered and developed in line with all relevant KIDS policies and procedures, including Health & Safety and Risk Assessments.
- Ensure the service is delivered and developed in line with the Children's Homes Guide, the Department for Education Children's Homes Guidance and Regulations, any other applicable legislation/regulatory guidance.
- Facilitate a warm accepting environment where the physical, emotional, health, social (including play & leisure), educational, communication, cultural and spiritual needs of children and Young people can be met and ensuring that short breaks are a positive experience for the Children and Young People and their carer's.
- To ensure familiarity with KIDS procedures and policy statements and to work within the Ofsted Children's Home Regulations including the Quality Standards and the Children's Act 2004.
- Line manage staff providing support and supervision ensuring job satisfaction through professional and personal development.
- Work directly with the Children and Young People ensuring the highest quality of care and user participation.
- Develop opportunities to seek and implement parents' views about the service and individual care plans.
- Develop training and induction programmes to ensure standards of care of the highest quality.
- Arrange and attend meetings, as and when required, including visits to the Child or Young Person's home or school, review meetings and supervision/appraisal sessions.
- Develop a positive relationship with each Child or Young Person, their parent(s)/carers and any other significant others.
- Create an environment, which meets the physical, emotional, psychological, spiritual, cultural, emotional and other needs, both individually and as a group.

# Key Responsibilities

- To ensure the environment within the homes offers sufficient stimulation and guidance of leisure pursuits, together with an opportunity for personal, social and intellectual development.
- Promote equality for all Children and Young People.
- Promote anti-discriminatory practice.
- Maintain the confidentiality of information received, giving consideration to the responsibility this brings upon the individual.
- Acknowledge a Child or Young Person's personal beliefs and identity.
- Acknowledge a Child or Young Person's right to maintain their cultural, racial and religious interests.
- Promote effective communication for all Children or Young People.
- To take part in the operation of an out of hours emergency service
- To undertake other duties, as and when required, so far as they are compatible with the aims and level of responsibility of the post.





# Key Responsibilities



## Young Person Focused Responsibilities

- To ensure that Children or Young People in our care are encouraged to participate as fully as possible in decisions affecting their lives, acting as a keyworker where appropriate.
- Ensure there is active involvement in the development and continuity of each Child or Young Person's placement plan.
- Ensure that Children or Young People are encouraged and enabled to take responsibility of planning and continuing their own daily plans.
- Encourage and enable each Child or Young Person to take responsibility for their own actions, bearing in mind risk taking and relevant policy.
- Encourage each Child or Young Person to manage their own domestic and personal resources, as far as their own abilities determine.
- Encourage each Child or Young Person to take responsibility for their personal hygiene and appearance.
- To participate in all areas of decision making in relation to the Children or Young People in our care.
- Give active encouragement and support to KEYWORKERS and other staff members to implement placement plans and help to develop the means to enable a Child or Young Person to reach their full potential.
- Take part in the review of each Child or Young Person, in line with the operational policy of the Organisation, and be involved in the compilation of future plans and their implementation.
- Be an advocate for each Child or Young Person and to ensure that their rights and choices are recognised and respected.
- By preparing reports for any reviews.
- By representing the Child or Young Person with any outside agencies.
- To help formulate long term plans with the Child or Young Person; their family and colleagues;
- By encouraging community links.
- Contribute to the ongoing support of each Child or Young Person and those significant to them.
- Contribute to the protection of all Children and Young People from abuse.
- To provide a model for the Child or Young Person in behaviour and relationships with others.
- To help each Child or Young Person to understand the behaviours of others and to create an understanding of the different stages of development.
- To encourage each Child or Young Person to participate in recreational activities and stimulate them with individual attention and encouragement.

# Key Responsibilities



**‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner**

## Other Additional Duties

In addition to the roles of Practitioners and Senior Practitioners, you will have additional responsibilities:

- To ensure that those within your team, (this may include night staff), follow the Job Description/ Personal Spec set out for Practitioners and Senior Practitioners and support them in doing so.
- To ensure there is a professional and effective team approach and promote appropriate communication throughout the entire organisation.
- The overall standard of practice and care is one of your main areas of responsibility. It will be part of this duty to support and supervise your team to ensure through your own practice and example, the highest quality of care is maintained throughout the organisation.
- To plan and organise shifts effectively; deploying team members appropriately. This will include the completion of Monthly Rotas that is overseen by the Registered Manager.
- Lead team meetings / discussions and record minutes / outcomes. Participate in meetings with Senior Practitioners and other members of the management team, passing on decisions / outcomes to your team members as appropriate.

- Ensure daily records and reports are completed. Ensure that hand-overs are utilised effectively to pass on all relevant information and to inform of any potential difficulties that may arise.
- Formulate individual Children or Young People’s Placement Plans with the involvement of the Placing Authority and ensure they are fully implemented within the home.
- Ensure that Placement Plans are regularly reviewed and all appropriate documentation is kept up to date.
- Liaise with the Registered Manager on any issues at all times through meetings and open discussions.
- Ensure team members are given guidance and support in managing stress.
- To assist in the identification of development and training needs of your team, through supervision and appraisal meetings.
- To assist the Registered Manager in the recruitment and selection process of new staff.
- To participate in the induction process of new staff.
- To represent the organisation and assist the Registered Manager in disciplinary proceedings, as required.
- To ensure that Annual Appraisals of the staff team are carried out.
- To ensure that adequate arrangements for the introduction and reception of new Children and Young People are made.

**KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.**

# Person Specification

## Proven Ability

- Experience of working with Children and Young People, including disabled Children and Young People.
- Experience of working in a residential setting.
- The ability to lead staff and operations in a manner that delivers the best possible care for disabled Children and Young People.
- Ability to run the home in the absence of the Registered Manager.
- The ability to supervise/ appraise a small team in a manner that delivers the best possible care for disabled Children and Young People.
- Able to demonstrate good written and oral communication skills
- Able to work on own initiative
- Able to support and motivate team members
- Able to establish good working relationships with Children and Young People
- Able to participate in recreational activities.
- To be able to take responsibility for Medication and the Administration, in line with KIDS Medication Policy.

## Education/Qualifications

- A qualification relevant to working with children, at either NVQ level3 or equivalent.





# Person Specification

## Desirable criteria

- Knowledge of legislation relating to Residential care
- Knowledge of Child Protection
- Knowledge of Health and Safety
- Knowledge of Equal Opportunities
- Previous Medication Administration experience.

## Other Requirements

- Car driver
- The ability to work outside normal office hours when required.
- A strong belief in continuous improvement.
- Clear enhanced DBS

## Desirable Education/Qualifications

- A qualification at level 5 NVQ in management (or equivalent).

**Thank you for choosing KIDS. We look forward to receiving your application.**