

## **Job Description**

**Graded £37,842 - £40,728 33-36 points**

### **MAIN PURPOSE OF THE JOB**

Ensure children living in the home are safeguarded at all times. Assist with leading, managing and motivating a team ensuring the service provided is consistent, effective and delivers positive outcomes. Contribute to and support the development of practice, procedures and policy and to the professional development of the team. Be accountable for the provision of effective personal practice, effective, reflective professional supervision as well as line management and overseeing professional development plans. To assist the manager in achieving the aims and objectives of the Statement of Purpose. To deputise in the absence of the Registered Manager. To support and manage the staff to enable them to meet the needs of the children and young people. To undertake direct work with children and young people as appropriate. To assist in managing child protection concerns and complaints. To work in partnership with other professionals to achieve optimum outcomes for young people. To offer supervision and support to senior staff in line with Children's Homes Regulations and Quality Standards.

### **DUTIES AND RESPONSIBILITIES**

#### **CHILDREN AND YOUNG PEOPLE**

1. Ensure each child is safeguarded and oversee any issues that arise to ensure they are dealt with according to appropriate timescales. Provide professional leadership on safeguarding issues in collaboration with other senior members of the team.
2. To be aware of the need to maintain a protective environment for the young people who have suffered forms of abuse and to develop ways in which they are able to trust adults, supporting staff to do the same.
3. To work within a model of understanding how trauma and abuse impacts attachment and subsequently, how this affects a child.
4. Ensuring that each member of staff is aware of each child's placement plan and their responsibilities for its implementation.
5. Attend childcare reviews and planning meetings to provide information and achieve best outcomes for young people.

6. Undertaking direct work with young people and acting as an appropriate role model.
7. Assist in developing systems in which young people are consulted about the quality of care they receive.
8. Maintaining accurate written records in logs and files both to record information and enable regular monitoring and evaluation to take place.
9. Working in partnership with parents, carers and other professionals to safeguard and promote the welfare of young people.
10. Facilitating, and ensuring the subsequent recording and taking action on children's consultation.
11. Ability to manage challenging behaviour within the spirit and model of the home, seeing the children as more than their behaviour and ensuring a reparative approach towards behaviour is supported throughout the team.

#### **TEAM MEMBERSHIP**

1. Able to model and promote a culture of clear communication, supporting the development of effective communication skills in others.
2. Ability to gather information to inform judgement for interventions in more complex situations and in response to challenge.
3. Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way.
4. Ability to use knowledge to make complex judgements in uncertain and ambiguous situations, supporting others to do the same.
5. Good problem solving and analytical skills with the capacity to devise and implement innovative solutions.

#### **SUPERVISORY**

1. Assist in providing managerial support, guidance and direction in relation to staff duties and responsibilities
2. Assist with the recruitment and retention of staff.
3. Assist with designing and implementing the induction of new staff.
4. Guide staff in their key working responsibilities and ensure reviewing and updating takes place. Regularly monitor to ensure all work is in line with the care plan.

5. To set clear standards of performance and behaviour for staff, and monitor their performance through regular supervision.
6. Demonstrate experience in successful recruiting, performance managing, coaching and developing staff.
7. Offering 1:1 supervision to staff in line with Regulations and Quality Standards.
8. Use effective supervision to disseminate the attachment based, therapeutic ethos of the home.
9. Supervision of new starters and overseeing their probationary period.
10. Use supervision to reflect on practice, explore different approaches to support development, both of staff and of self.
11. Address staff issues in relation to conduct and competence of staff.
12. Help identify strategies to protect and promote their own wellbeing and the wellbeing of others.
13. To facilitate effective teamwork and establish good channels of communication that keep staff informed of any issues and developments.
14. Taking responsibility for planning shifts and ensuring their smooth running when on duty.
15. Providing consultation and informal advice and support to staff in relation to day to day matters.
16. Identifying and progressing individual training and development needs of staff in the context of their personnel development plans and recording this.
17. Undertaking annual appraisal of staff.
18. To be responsible for ensuring that supervised staff in the home are supported and assessed through the diploma programme within the appropriate timescales.
19. To support and advise staff to enable them to work effectively and integrate theory into practice, mentor/buddy new staff as part of their ongoing induction and development.
20. Addressing issues in relation to conduct and competence of staff.
21. Contributing to team and staff meetings to facilitate good communication and staff development.
22. Ensuring staff work within the home's policies, procedures and requirements of legislation.

23. Consistently support the non-institutional, nurturing ethos and culture of the home.

**GENERAL**

1. To assist the Registered Manager in the implementation of all aspects of the Statement of Purpose.
2. Contribute to devising, implementing and evaluation of changes with the involvement of front line staff to continually improve services, systems and standards, in conjunction with the Registered Manager.
3. Extensive, sophisticated and up to date working knowledge of relevant national and local policy, statutory guidance and legislation in relation to the provision of social care services.
4. Keep up to date with all relevant changes in policy, practice and legislation and ensure that all staff have access to this information.
5. To deputise in the absence of the Registered Manager.
6. To ensure responsibility for the health and safety of staff and children / young people in the home ensuring all procedures are correctly followed, carrying out appropriate risk assessments and ensuring compliance with local and statutory requirements.
7. To drive company vehicles – subject to policies and procedures.
8. To work on a rota basis according to the needs of the children across a seven day working week including bank holidays and weekends and covering sleep in duties.
9. To provide on-call support out of hours according to a rota system.
10. To ensure that resources are allocated appropriately and financial records are accurately maintained.
11. To take responsibility for personal development and progress of individual training needs.
12. To carry out all other reasonable tasks as directed by the Registered Manager.
13. Ensure that all the work undertaken by yourself and staff under your management is conducted to the highest professional standards. Promote and implement the organisation's Code of Conduct and lead by example.
14. Uphold and promote of Achieving for Children's equality and diversity policy in all aspects of the work and ensure that the policy is understood and implemented by all staff with whom you work, and that the spirit as well as the letter of the policy is fulfilled.
15. Undertake 24 hour shifts to include sleep-in duties as part of a rota system and be flexible in order to cover sickness and holidays, working weekends and bank holidays including Christmas

16. Willingness to undertake working a rota system of 36 hours a week on average over the year to total 156 hours “on shift” per month.
17. Willingness to go on holiday and/or short breaks with the children and other staff.

**This list is not exhaustive. Achieving for Children reserves the right to add to this job description due to the changing nature of the working environment. You are expected to carry out all appropriate tasks as necessary to meet the needs of the service.**

# Assistant Team Manager – Person Specification



Education / Qualifications	Essential	Desirable	Method of Assessment
Level 3 Diploma in Residential Childcare or Equivalent (for example NVQ level 3 in Caring for Children and Young People)	X		Application form Certificates
Diploma Level 5 in Residential Management		X	Application form Certificates
<b>Experience and Knowledge</b>			
A sound knowledge of child care and child development, developed through working directly with children and young people.	X		Application form and interview
Have worked for at least 2 years (within the last 5 years), in a position relevant to the residential care of children.	X		Application form Interview
Have a minimum 12 months experience supervising or managing staff working in a care role.	X		Application form Interview
Excellent working knowledge and understanding of current child care legislation.	x		Application form Interview
Working knowledge of group dynamics.	X		Application form Interview
Experience of managing petty cash systems and rota creation.	X		Application for Interview
<b>Skills and Abilities</b>			
Excellent communication skills (written and verbal) and able to form and sustain positive working relationships.	X		Whole process
IT literate	X		Application form Interview
Ability to manage personal and professional boundaries and guide staff in providing consistent practice and care.	X		Application form Interview
Able to work in collaboration with the Home Manager in the management and deployment of the	X		Application form Interview

staff team.			
Able to take responsibility for the operation of the home in the absence of the Home Manager.	X		Application form Interview
Ability to understand the differing dynamics and distinguish between the differing needs of the individual and the group.	X		Application form Interview
Ability to engage in a range of activities to develop and sustain appropriate relationships with young people.	X		Application form Interview
Able to organise and prioritise own work and the priorities of the team.	X		Application form Interview
Ability to direct, lead and motivate individuals and the team.	X		Application form Interview
Ability to recognise and deal with conflict and challenging situations.	X		Application form Interview
Able to use initiative and work autonomously within the boundaries of the role.	X		Application form Interview
Ability to cope with the pressures of a residential care setting.	X		Interview
Able to provide formal supervision and manage staff performance.	X		Application form Interview
Ability to constructively engage with and positively influence others.	X		Application form Interview
Committed to anti-discriminatory practice and anti-oppressive approach and able to translate this attitude into practice.	X		Throughout recruitment process
Commitment to personally undertake further training and development and a commitment to the training and development of the team.	X		Throughout recruitment process
Able to meet the requirement of working on a shift/rota basis.	X		Throughout recruitment process
Actively listen, articulate, encourage openness, clearly set expectations. Adapt to the audience in style and method both verbal and non – verbal.	X		Throughout recruitment process
A positive role model who drives the achievement of the home's objectives through planning, implementing, reviewing, and engaging the team.	X		Throughout recruitment process
Listens to ideas and agrees expectations and	X		Throughout

parameter. Monitors and evaluates outcomes offering constructive feedback for continuous improvement.			recruitment process
Represents themselves and the organisation with integrity and credibility. Delivers to the highest standard. Protects the boundaries of confidentiality.	X		Throughout recruitment process
Expertise of the role with comprehensive understanding of best practice, current policies, procedures, regulation and legislation. Demonstrates commitment to continual development to enhance performance of self and team.	X		Throughout recruitment process
Demonstrates effective skills to prioritise, plan, monitor and evaluate to ensure the continual development of the provision.	X		Throughout recruitment process
Dedicates time to identify development opportunities, addresses issues, sets SMART objectives with clear expectations. Offers regular constructive feedback to enhance performance.	X		Throughout recruitment process
Demonstrates commitment to promoting and supporting the health, safety and wellbeing of individuals through a supportive workplace culture. Can be fair and supportive, empowering individuals to act with more autonomy and encourages decision making relating to their work.	X		Throughout recruitment process