



JOB DESCRIPTION AND PERSONAL SPECIFICATION

Job Title : Assistant Manager
Responsible to: Registered Manager/ Directors

Job Summary:

The Assistant Manager is accountable for assisting in the delivery of high quality care to the children and young people resident within the home. This means that they are responsible for delivery of all care services, as well as the strategic planning for developments within the home, and all day to day management matters alongside the Registered Manager. They are accountable to the Registered Manager and the Directors of the company.

They will demonstrate the ability to build on the well-established principles and practice standards existing within the company and proactively contribute to the continuous improvement of childcare standards.

The Assistant Manager will assist the Manager to deliver childcare that is focussed on obtaining the best outcomes for each child and young person within the home. Consequently, they are expected to demonstrate practical leadership in childcare, as well as help to organise and support staff to provide the best possible care for each child and young person. This involves being personally available, as well as the supervision and mentoring of staff, organisation of work patterns, facilitation of care focussed training, and accessing of appropriate services to support the childcare practices within the home.

While the Assistant Manager is employed for 40 hours per week, they are expected to work with the Manager to arrange their own work rota which may involve evening, weekend and sleeping-in duties. They are expected to organise their time so that within their hours all work is completed in a timely manner. The Assistant Manager is responsible for assisting the Manager to ensure staff work in accordance with Children Homes Regulations.

SPECIFIC DUTIES

- Ensure the effective implementation of the Children Act 1989 and the accompanying guidance and Children Homes Regulations 2015 and Quality Standards for Children's homes 2015.
- Ensure that any matters relating to child protection are managed in line with current legislation, national standards and best safeguarding practice.
- Be one of the Safeguarding leads for the company and undertake all relevant training associated with this role.
- Maintain the highest possible standards of childcare and ensure that each child and young person's agreed placement plan is fully implemented.
- Mentor and support the staff in provision of best possible childcare practices.
- To achieve the best outcomes for all children and young people, ensure that the home is managed effectively and efficiently in a warm and caring manner.
- Ensure the staff are focussed on providing the best childcare for the children and young people.
- Ensure full participation and co-operation with J&R Care's Quality Assurance systems, including taking responsibility for some duties associated with regulatory compliance. This includes the annual inspection process.
- Budget managing. – Assist the Registered Manager and must, as a minimum, meet with Children's Homes Regulations and National Minimum Standards and work in liaison with the Directors to manage effectively the resources provided.
- Supervise and support the staff group ensuring that the team are developed appropriately to meet the specific needs of children and young people in the home.
- To ensure effective communication to all staff through written information, team briefings and management meetings.
- To be personally responsible alongside the Manager for anti-oppressive care practices.
- With the Manager ensure that staff supervision continues to support both childcare delivery and staff development.
- Develop personal development plans for all staff alongside the manager.
- Complete probationary and annual performance appraisals for staff to ensure that they are able to continue to provide appropriate levels of childcare.
- Rota Management
- Undertake any other duties that may be required.
- To implement the Health & Safety policies and ensure that all staff are aware of all Health & Safety procedures.
- To undertake risk assessments as appropriate.
- Ensure that all incidents/accidents are recorded and reported according to procedures.
- To undertake fire drills and tests in accordance with procedure and record the necessary data.

PERSON SPECIFICATION

JOB REQUIREMENTS

ESSENTIAL

QUALIFICATIONS AND EXPERIENCE

- Minimum of 2 years residential management experience
- Level 3 Children's workforce Diploma
- Sound knowledge of governing legislation, procedures and best practice in caring for looked after children
- Willingness to increase knowledge through ongoing training
- Experience of managing a residential service for young people
- A good understanding of group dynamics

SELF - AWARENESS

- Ability to demonstrate self-awareness
- Able to act calmly and purposefully in crisis situations
- Evidence of a realistic appreciation of own strengths and weaknesses and commitment to self-development
- Able to recognise own reactions and feelings in response to situations and to manage the effects of these on other people

LEADERSHIP

- Ability to be a positive role model for the organisation and its ethos
- Ability to display autonomy and decisiveness in day to day decision making
- Able to facilitate others to work together effectively in a team
- Awareness of the skills and processes involved in effectively chairing meetings and reviews and any forum in which the company is represented
- Direct experience of team leadership, facilitation and supervision
- Capacity to manage the anxieties prevalent within a residential childcare setting

THINKING SKILLS

- Able to prioritise effectively across a range of demands both regulatory and practically to do with the running of the home
- Able to demonstrate and role model reflective practice
- Have motivation, energy and drive
- To be innovative in response to the complexities of running a children's home

ACTIVELY SUPPORTING J&R CARE LTD'S ETHOS AND VALUES

- Home managers must uphold the company ethos in particular regarding the focus on creating and maintaining a therapeutic environment and associated staff practice in this area. Therapeutic work in this respect will involve working with key psychodynamic principles, such as emotional containment, attachment theory and unconscious processes such as projection, family re-enactment and mentalisation processes.
- Role modelling appropriate professional and boundaried practice at all times and effectively challenging staff who do not.
- Understanding of child development and the impact of trauma on brain functioning

PLANNING, ORGANISATION AND ADMINISTRATION SKILLS

- Able to manage own time and paperwork effectively to meet goals
- Writing and Reviewing of Young Peoples Placement plans
- Ensuring all reports, including Regulation 45 reports and Regulation 44 action plans, are completed on time and including all regulatory guidelines

COMMUNICATION SKILLS

- Ability to respond appropriately to staff and service users regarding their needs
- To have a high standard of report writing skills
- Ability to undertake formal presentations and chair meetings
- Ability to build and maintain effective working relationships with all stakeholders

PERSONAL QUALITIES

- Honest
- Integrity
- Ambition
- Trustworthy
- Thoughtful
- Reliable
- Kind
- Conscientious
- Versatile
- Productive
- Punctual
- Self-Controlled
- Respectful

Person Specification – Registered Manager

Essential Competencies	Application	Interview	Probation Assessment	Written statement
QUALIFICATIONS AND EXPERIENCE				
Minimum of 4 years residential shift leading experience	X			
Level 3 Children’s Workforce Diploma	X			
Sound knowledge of governing legislation, procedures and best practice in caring for looked after children	X	X	X	X
Willingness to increase knowledge through ongoing training			X	
A good understanding of group dynamics		X	X	X
SELF AWARENESS			X	
Ability to demonstrate self-awareness		X	X	
Able to act calmly and purposefully in crisis situations			X	
Evidence of a realistic appreciation of own strengths and weaknesses and commitment to self-development		X	X	
Able to recognise own reactions and feelings in response to situations and to manage the effects of these on other people			X	
LEADERSHIP				
Ability to be a positive role model for the organisation and its ethos			X	
Ability to display autonomy and decisiveness in day to day decision making			X	
Able to facilitate others to work together effectively in a team			X	
Awareness of the skills and processes involved in effectively chairing meetings and reviews and any forum in which the company is represented		X	X	
Direct experience of team leadership, facilitation and supervision		X	X	
Capacity to manage the anxieties prevalent within a residential childcare setting			X	

THINKING SKILLS				
Able to prioritise effectively across a range of demands both regulatory and practically to do with the running of the home			X	
Able to demonstrate and role model reflective practice			X	
Have motivation, energy and drive				
To be innovative in response to the complexities of running a children's home		X	X	
ACTIVELY SUPPORT J&R CARE'S EHTOS AND VALUES				
Ability to uphold the company ethos in particular regarding the focus on creating and maintaining a therapeutic environment and associated staff practice in this area. Therapeutic work in this respect will involve working with key psychodynamic principles, such as emotional containment, attachment theory and unconscious processes such as projection, family re-enactment and mentalisation processes.		X	X	
Role modelling appropriate professional and boundaried practice at all times and effectively challenging staff who do not.			X	
Understanding of child development and the impact of trauma on brain functioning			X	
PLANNING, ORGANISATION AND ADMINISTRATION SKILLS				
Able to manage own time and paperwork effectively to meet goals			X	
Writing and Reviewing of Young Peoples Placement plans			X	
COMMUNICATION SKILLS				
Ability to respond appropriately to staff and children and young people regarding their needs		X	X	X
To have a high standard of report writing skills			X	
Ability to undertake formal presentations and chair meetings			X	X
Ability to build and maintain effective working relationships with all stakeholders			X	
PERSONAL QUALITIES				
Honesty and Integrity	X	X	X	X
Ambition			X	
Trustworthy			X	
Thoughtful		X	X	

Reliable			X	
Kind			X	
Conscientious			X	
Versatile			X	
Productive			X	
Punctual		X	X	
Self-Controlled			X	
Respectful			X	