



## Job Description

### Deputy Manager

Job Details	
<b>Grade</b>	5
<b>Number of Posts</b>	1
<b>Department</b>	Residential
<b>Reporting to</b>	Home Manager

#### Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trust's objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

#### **Our Vision:**

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

**Our Values:**

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

**Job Purpose**

- To be responsible for the day to day management of the home.
- To ensure a high professional standard of work is maintained in all aspects of the care of the children.
- That a caring environment is created and maintained; which respects and affirms children's racial, cultural and religious identity and lifestyle.
- To promote the practice of valuing diversity and equal opportunity throughout the home.
- To ensure delivery against the trust priorities.
- To ensure that the children receive excellent care and support.
- To be a positive role model for staff and advocate for the children, working within the Professional Code of Conduct.
- To be an effective support to the Home Manager, the staff and the children residing in the home.

**Key Responsibilities**

- To ensure the effective day to day management and administration of the home including the maintenance of adequate budgetary control and financial procedures.
- To ensure that all records including children's records are accurately maintained.
- To ensure that staff meetings are organised and held on a regular basis
- To be responsible for the management training and supervision of staff members
- To be involved in the recruitment and retention of staff
- To ensure adequate safe staff cover in the home at all times
- To be responsible for making decisions in matters relating to the building, repairs and



maintenance of furniture and equipment
<ul style="list-style-type: none"><li>To ensure all fire regulations are adhered to and fire drills are regularly carried out and recorded. To ensure that the Health and Safety at Work Act is adhered to.</li></ul>
<ul style="list-style-type: none"><li>To actively pursue the implementation of Birmingham Childrens, Trust Equal Opportunities Policy in relation to both staff and children</li></ul>
<ul style="list-style-type: none"><li>To develop and maintain appropriate links with the wider community</li></ul>
<ul style="list-style-type: none"><li>In consultation with the home manager to assume responsibility of the building and the day to day activities within.</li></ul>
<ul style="list-style-type: none"><li>To promote good clear communication within the home and with parents and partner agencies.</li></ul>
<ul style="list-style-type: none"><li>To participate in the devising and implementation of appropriate care plans for all children and young people.</li></ul>
<ul style="list-style-type: none"><li>To arrange and attend conferences and reviews</li></ul>
<ul style="list-style-type: none"><li>To have a knowledge of and implement the quality standards and professional practice for residential care staff.</li></ul>
<ul style="list-style-type: none"><li>To ensure that residents' meetings are organised and held in order to actively facilitate the involvement of children and young people in their day to day care</li></ul>
<ul style="list-style-type: none"><li>To run shifts and ensure that all staff have access to appropriate advice and guidance in working with children and young people</li></ul>
<ul style="list-style-type: none"><li>To actively promote and implement effective strategies for anti-oppressive practice</li></ul>
<ul style="list-style-type: none"><li>In consultation with home manager monitor and review development plans for staff and the home.</li></ul>
<ul style="list-style-type: none"><li>To ensure adequate and planned supervision of staff and to offer training advice ensuring training opportunities are made available</li></ul>
<ul style="list-style-type: none"><li>To provide appropriate preparation for adulthood and enablement programme for young people.</li></ul>
<ul style="list-style-type: none"><li>To establish an environment that actively encourages and welcomes parents, family and friends to visit.</li></ul>
<ul style="list-style-type: none"><li>To promote the achievement of specific outcomes (e.g. Health, Education, preparation for independence)</li></ul>
<ul style="list-style-type: none"><li>Responsibility for the performance management of their areas of responsibility including sickness/absence monitoring and management of capability/disciplinary procedures. Ensuring the safety of staff and service users within their area of responsibility, and that appropriate risk assessments are undertaken</li></ul>



Key Information															
Is a Safeguarding Check needed?	Dropdown Options: <b>Not Required</b> Or <table border="1"><thead><tr><th></th><th>Children</th><th>Adults</th><th>Children and Adults</th></tr></thead><tbody><tr><td>Basic</td><td></td><td></td><td></td></tr><tr><td>Enhanced</td><td>X</td><td></td><td></td></tr></tbody></table>				Children	Adults	Children and Adults	Basic				Enhanced	X		
	Children	Adults	Children and Adults												
Basic															
Enhanced	X														
Will this position have Line Manager Responsibility?	Dropdown Options: <table border="1"><tr><td>Yes</td></tr><tr><td></td></tr></table>			Yes											
Yes															

### Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Experience	AF/I	Held a position of responsibility for a significant period in residential Child Care.
Experience	AF/I	Ability to provide a multi-cultural/anti-oppressive environment.
Experience	AF/I	Management of difficult situations/behaviours.
Experience	AF/I	Experience of working with families.
Experience	AF/I	Administrative responsibilities.
Experience	AF/I	Understanding of the children's



		homes legislation and quality standards.
Skills and abilities	I	Ability to assess needs of children and their families.
Skills and abilities	AF/I	Ability to manage a staff group and to offer support, advice and supervision.
Skills and abilities	AF/I	Awareness of and ability to promote anti-oppressive practice and commitment to EOP.
Skills and abilities	I	Communication/Counselling skills.
Skills and abilities	I/P	Ability to provide comprehensive reports.
Skills and abilities	I	Develop/maintain links with community.
Skills and abilities	AF/I	Written and verbal communication skills including IT and online programmes.
Qualifications	AF	QCF 3 in children and young people and QCF 5 in leadership and management or equivalents.
Other	I	Able to work shifts, weekends and public holidays when required.

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

