



## Job Description

### Deputy Home Manager

Job Details	
Grade	4
Department	
Reporting to	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 Trusts 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

**Key Responsibilities**

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 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 recommendations to Line Managers on matters relating to the building, repairs and maintenance of furniture and equipment.
- To maintain regular contact with fire officers and to ensure fire drills are regularly carried out and recorded. To ensure that the Health and Safety at Work Act is adhered to.
- To actively pursue the implementation of Birmingham Childrens, Trust Equal Opportunities Policy in relation to both staff and children.
- To develop and maintain appropriate links with the wider community.
- In consultation with the home manager to assume responsibility of the building and the day-to-day activities within.



<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 and management. Ensuring the safety of staff and service users within their area of responsibility, and that appropriate risk assessments are undertaken.</li></ul>
<ul style="list-style-type: none"><li>• To work shifts, including bank holidays and weekends.</li></ul>
<ul style="list-style-type: none"><li>• To undertake sleep in duties when required.</li></ul>

#### Key Information

Is a Safeguarding Check needed?

- No



Will this position have Line Manager Responsibility?

- 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
Qualifications	AF	You will need to hold the QCF level 3 in children and families You will need to hold QCF level 5 or equivalent or working towards or willingness to work towards this qualification.
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	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	I	Ability to assess needs of children and their families.
Skills	AF/I	Ability to manage a staff group and to offer support, advice and supervision.



Skills	AF/I	Awareness of and ability to promote anti-oppressive practice and commitment to EOP.
Skills	I	Communication/Counselling skills.
Skills	I/E	Ability to provide comprehensive reports.
Skills	I	Develop/maintain links with community
Skills	AF/I	Written and verbal communication skills
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>
Other	I	Understanding of and commitment to Equal Opportunities in employment and service delivery.
Other	I	Available to work shifts, weekends, public holidays, carry out sleep-in duties.
Other	I	Must be required to have a clear understanding and commitment to equality, diversity and inclusion matters and to promote anti-discriminatory practices and behaviours.

**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.**