



Job Description

Assistant Home Manager

Job Details	
Grade	C
Number of Posts	1
Department	Residential
Reporting to	Rachel Woodward

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

Overview of the role:

Scope and Purpose of Role

- To support the staff team to deliver safe and quality services that promote the welfare of children, young people and their families.
- To support the Home / Deputy Managers in identified tasks of the homes management.
- To undertake supervision and development for staff.

Corporate Accountabilities

- 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 assist the Home/Deputy Managers in the proper management of the home.



- To assist the Home/Deputy Managers in adherence of health and safety and that risk assessments and fire drills are carried out and recorded.
- Maintaining satisfactory childcare standards.
- Providing adequate cover on the day-to-day delivery of services via a caring and supportive environment in which children can feel safe and secure.
- Audit the quality of care and records.
- To formally raise concerns within safeguarding and whistle blowing requirements.
- To arrange and attend meetings as necessary.
- To hold appropriate knowledge of the Care Standards Regulations/Directorate Policies and be able to implement the Care Standards Act.
- Acting as a positive role model for staff and children.
- Exercising appropriate control and management of the children and young people by being alert and sensitive to difficult and contentious situations
- To ensure self-achievement and staff maintenance of satisfactory records and reports on the individual children's/young persons' behaviour and progress which can be used in reviewing meetings, casework conferences, OfSTED inspections and to assist the courts when they have to decide a child's future.
- To be involved in the promotion and maintenance of good domestic and material standards throughout the home
- **To undertake shift-leading duties**
- To pursue the implementation of City Council Equal Opportunities Policy.
- To participate fully in training and supervision as thought appropriate by the Home/Deputy Managers appropriate to the aims and objectives of the home.



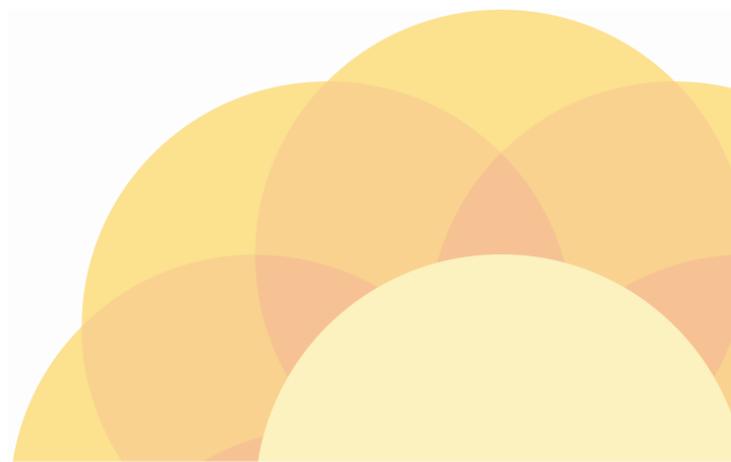
Tasks

- Monitor 'key worker' activity relationship and understand that we are acting as the corporate parent.
- Attend children's reviews and provide support at appointments.
- To ensure that all statutory regulations and other additional instruction issued by the department are adhered too.
- To assist in ensuring that the appropriate records are maintained by the home's staff at all times.
- To ensure that the rights and needs of children and young people are met as fully as possible. These include spiritual, physical, linguistic, intellectual, cultural, emotional, sexual, and social.
- To maintain good links with social workers, families, and other agencies.
- Provide supervision, advice, mentoring opportunities and guidance to staff regularly so they are effective in their role.
- To ensure effective planning and management of shifts.
- Provide progress reports relating to the child and home management information as requested.
- Planning and provision of activities as needed for the children.
- To develop and maintain appropriate links with the wider community.
- To support educational/learning needs of the child.
- To undertake any other identified tasks as instructed by the Home/Deputy Managers in line with the provision of residential services.

Key Information



<p>Is a Safeguarding Check needed? (<i>DBS and Experian background checks</i>)</p>	<p>Dropdown Options:</p> <table border="1" data-bbox="831 268 1446 365"><tr><td>Not Required</td><td></td></tr></table> <p>Or</p> <table border="1" data-bbox="831 451 1446 682"><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>	Not Required			Children	Adults	Children and Adults	Basic				Enhanced	X		
Not Required															
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Basic															
Enhanced	X														
<p>Will this position have Line Manager Responsibility?</p>	<p>Dropdown Options:</p> <table border="1" data-bbox="831 800 1003 905"><tr><td>Yes – X</td></tr><tr><td>No</td></tr></table>	Yes – X	No												
Yes – X															
No															





Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	ESSENTIAL	Method of Assessment (M.O.A)
Education/Qualifications	You will need to hold the QCF level 3 and 5 or equivalent or be willing to undertake the qualification within 6 months of starting the role.	AF & C
Experience (Relevant work and other experience)	<ol style="list-style-type: none">1. Experience in working with children and families who have complex needs.2. Knowledge of Child Development.3. Experience of direct work with children and undertaking assessments of need.4. Experience/understanding of managing or undertaking risk assessments.5. At least one year's experience supervising and management professional staff Management of difficult situations and behavior.	AF I AF AF AF I
Competencies	Definition for this role	
Safeguarding Children	Aware of the need to safeguard children to protect them from harm and of their personal responsibility to help achieve this aim. An awareness of how social and health issues impacts on family.	AF/I



Planning and organisation	Ability to effectively plan and manage a diverse workload to ensure that deadlines and performance objectives are met. To have a methodical approach in ensuring accurate records are maintained.	I
Leadership and Management	<ol style="list-style-type: none">1. Sets clear leadership, direction, objectives and responsibilities, assumes accountability and inspires others by acting with integrity. Manages, builds and motivates teams, creating a positive environment which encourages open discussion and innovation, supports performance, builds capability and empowers staff. Effectively tackles poor performance.	I I
Team working	Ability to work effectively as part of a team, showing willingness and flexibility in duties undertaken. To be courteous and respectful to colleagues at all levels.	I,T
Written and verbal communication skills	<ol style="list-style-type: none">1. Communicates effectively both verbally and in writing, adopting style to meet the varying needs of audience concerned, particularly to effectively engage with young people and their families. The ability to prepare assessment reports.2. Effective communication and counselling skills.3. An ability to manage individual shifts.4. Ability to work as a link worker to an individual child/young person.5. Awareness of group dynamics. An ability to fulfil all spoken aspects of the role with	I, T,P I, T,P I I I



	confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Valuing diversity	Shows respect and understanding of diversity and values individual difference. Treats all people fairly and appropriately regardless of race religious, belief, gender, age, disability, sexual orientation, appearance or position.	I
Training	1. Competent use of information technology Willingness to undertake training as and when necessary.	AF & P I

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.

