



Job Title: Deputy Manager

Responsible to: Registered Manager

Plus One is a small provider dedicated to creating a trauma informed, positive and nurturing environment for young people. We are committed to ensuring every young person in our care receives support and guidance to thrive and reach their full potential.

Job purpose: To assist the manager in achieving the aims and the objectives of the Statement of Purpose and assist in the continuous improvement and development of the home.

Duties and responsibilities

- Undertaking direct work with the young people and acting as a positive role model
- To build and maintain a culture of trust and mutual respect between all involved in the home, both children and members of staff
- To build and develop relationships with the young people and encourage them to participate fully in the opportunities offered within the home
- Assist in developing systems in which young people are consulted about the quality of care they receive
- Ensuring the homes documentation is completed, accurate, and kept up to date in accordance with policy and procedure
- To build and maintain positive and effective working relationships with all relevant external people and bodies, including family, friends, placing authorities, the police and healthcare providers
- Supporting the manager with the management of staff including supervisions and team meetings
- Taking responsibility for planning shifts and ensuring their smooth running when on duty
- Providing consultation and informal advice and support to staff in relation to day to day matters
- Mentor new starters during their probation period, including induction training for new staff into the home
- Contributing to team and staff meeting to facilitate good communication and staff development
- Ensuring staff work within the Home's policies, procedures and Children's Home Regulations
- To deputise in the absence of the Manager
- To assist the manager in the implementation of all aspects of the Statement of Purpose
- Contribute to the devising, implementing and evaluation of changes with the involvement of staff to continually improve services, systems and standards, in conjunction with the Manager

- To maintain a safe environment in accordance with health and safety and other legal requirements
- To control costs efficiently and effectively and to within the agreed budget.
- Create an environment that promotes the dignity and respect of all, in which individual differences and contributions are recognised and valued.
- Participate in training and take responsibility for own continuous personal development.
- Maintain standards of behaviour in accordance with Plus One's values, policies and procedures.
- Ensure all actions are in the best interests of the young people and the wider organisation.
- To participate in the out of hours on-call rota system.

Other duties include supporting the efficient management of the home.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an Enhanced DBS check.

Experience, Qualifications & Skills

Essential criteria

- QCF Level 3 diploma in working with children
- An in-depth understanding of safeguarding Children and Multi-agency working
- Promotes the dignity and respect of all, in which individual differences and the contributions are recognised and valued
- Excellent interpersonal and listening skills
- Ability to communicate well and clearly both verbally and in writing
- Able to work as part of a team to support children, including working closely with other multi-agencies
- Able to use a computer at a basic level
- A full manual driving licence

Desirable criteria

- Willing to undertake QCF level 5 diploma in leadership and management.
- At least 1 years' experience as a Team Leader/Senior Care Worker, or role with responsibility of co-ordinating teams
- A sound knowledge of Children's Home Regulations and Quality Standards
- Knowledge of legislation, regulations and inspection relating to young people in care
- Experience of Health and Safety legislation
- Knowledge and understanding of the impact of trauma on children
- A willingness to increase knowledge through continuous professional development