



# Job Description

<b>School:</b>	<b>Bradstow School</b>
<b>Post Held:</b>	<b>Deputy Home Manager – 38 week</b>
<b>Salary Scale:</b>	<b>RSW C</b>
<b>Hours:</b>	<b>41 hours per week, Term time only</b>
<b>To Whom Responsible:</b>	<b>Home Manager</b>

## **Aim of the Post**

The Deputy Home Manager will be responsible for assisting the Home Manager in organising and managing a group of staff working in one of the care teams. They will be required to support the Home Manager in arranging and managing the care of the children and administration of the team.

## **Duties Comprise:**

- Nurturing and sustaining a Culture of Gentleness in the home and supporting this across the school community, providing a role model for young people by working in ways that are attentive and responsive and intentionally apply Bradstow's visions, values and organisational behaviours.
- In the absence of the Home Manager, acting as shift leader for a group of staff and undertaking day to day supervision of their work.
- Ensuring the implementation of a previously agreed activity programme for each young person.
- Ensuring individual young people's care, medical, behaviour and communication plans are carried out by all team members.
- Ensuring the implementation of policies formulated by the management team of the school.
- In discussion with the Home Manager, making and implementing decisions regarding the appropriate care of students, deployment of staff etc, and informing the Home Manager and Care Management Team as appropriate.
- Supporting the team of care workers and advising on good working practice.
- Intervening and supporting staff in diffusing difficult situations.

- Ensuring parents are informed of their child's progress and any issues relating to their child.
- Assisting with managing all administration relating to the home, ensuring all paperwork is to a high standard.
- Undertaking a keyworker role for an individual young person.
- Carrying out sleeping in duties, and supporting the Care Management Team to ensure there is adequate cover across the homes.
- Making decisions regarding the appropriate care of young people, deployment of staff etc, and informing the Home Manager and Head of Residential Services as appropriate.
- Any other duties commensurate with grade as directed by Line Manager or Senior Management.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

*This job description may be amended at any time after discussion with you.*

## Qualifications and Experience

1. Three Years working with children/people with severe learning difficulties and/or autism, or with other children/people in a residential setting.

OR

Two years as above, plus the Level 3 Diploma in Residential Childcare

*Please note post holders must be willing to commit to obtaining the Level 3 Diploma in Residential Childcare within 2 years of the start of their employment if not already obtained*

## Knowledge

2. Awareness of the needs of children with learning difficulties and autism.

## Abilities and Skills

3. Deputising for the Home Manager by managing a team of care staff during shifts/unsociable hours and acting as a positive role model to staff.
4. Assisting in managing the administration of the team and home.
5. Organising activities and arranging funds.
6. Willingness to take part in the domestic routines of the school.
7. Being supportive of other staff, willing to act as a mentor and share best practice
8. Communicating with all multi-disciplinary teams associated with the school.
9. Ability to implement policies and work closely with the management of the school.

**Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.**

*Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.*