Role Title: Assistant Manager

Salary: PO3

Location: Bradford, Children Residential Service Report to: Registered Manager/ Service Manager



About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Department overview

The Assistant Home Manager has primary responsibility for assisting and supporting the Registered Manager in day-to-day management of the home, recruitment, staff induction and development and implementing appropriate care, therapeutic, clinical and risk management programmes and plans. In the absence of the Home Manager has overall management responsibility for the home.

The Assistant Home Manager will work in partnership with the Registered Manager to model best practice and lead on interventions to train and develop others as required. You will be part of an aspirational culture and approach to improve and develop the Children's Residential Service to achieve its vision of providing high quality care and support to children, young people and their families as stated in the Children's Homes Statement of Purpose.

Under the direct supervision and guidance of the Registered Manager take a lead and management role in the provision of a care service for children and young people that meets the Children's Homes Regulations, Children's Homes Quality Standards and BCFT and the homes' internal policies, procedures and guidance. You will support the Children's Residential Service to achieve best outcomes for children and young people.

Main Duties and Responsibilities



- To ensure the home operates within the Quality Standards and Children's Homes Regulations, paying attention to detail to ensure the Judged as 'good 'or 'better' by Ofsted.
- In the Registered Managers absence, the post holder will have the ability to lead the Regulation 44 monitoring visits and regulatory inspections from Ofsted, as well as supporting the staff to contribute to the process. You will also be expected to handle complaints and lead management investigations as required.
- Manage the home in order to safeguard and promote the well-being of children and young people and in the absence of the manage the role as designated safeguarding lead for the home; and take all reasonable steps and support staff in the home to locate and ensure the sa return of any young people who are missing from the home. You will be committed to safeguarding young people and have an excellent understanding of child protection procedures.
- Provide formal and informal supervision to staff and undertake appraisals. Take responsibility for the development of staff, participate Recruitment and retention of staff. Share knowledge and experience with the team and identify opportunities for the continuing professional development of the staff team. Monitor and ensure that all mandatory training is undertaken and kept up to date, as well as delivering training when required.
 - You will support the Registered Homes Manager in the learning and development of the residential team to ensure knowledge and sk compliant with the Children's Homes Standards and Regulations.
 - The post holder will manage the probationary period of new starters and will be integral, in the performance management of the staf
- Able to work in a variety of setting across the city. This could include working in the locality, but may also involve travelling long distar make visits, participate in overnight stays and holidays. You would be expected to work positively with a range of children and young people, the families, professionals and partners and ensure that effective lines of communication are established and maintained. You will be expected to variety of meetings, including Team around the Child Meetings, Statutory Reviews, Planning Meetings, Strategy Meetings, Referral Panel Meet Manager's Meetings as required.
- To contribute to the management of the staff team in supporting the day to day physical and emotional needs of the children and you people in accordance with Racial, Cultural, Religious, linguistic and dietary needs. You will ensure children and young people are supported to school, enjoy leisure activities, stay healthy and kept safe. The children and young people will have suffered trauma, neglect or abuse. All are li display some difficult behaviour, and so ensure the staff team respond to this appropriately and sensitively.
 - The children/young people we look after have experienced significant trauma, which requires high levels of compassion, empathy, resand understanding.

Due to this trauma, they can present challenging behaviour, including self harm, physical outbursts, and risk taking behaviour, where we have responsibility to make them feel safe and cared for. Staff are likely to be exposed to substantial risk of challenging behaviour by the children us service and will be involved with the management of this. You will be expected to support and appropriately respond to staff who have encount this behaviour. The post holder will be required to de brief staff and teams following incidents and ensure good quality support is available.

- Be physically fit enough to carry out ALL requirements of the post including the use of the physical interventions as part of Therapeut Intervention (TCI) to manage challenging behaviour as required. You will be required to become a TCI Trainer to deliver TCI training across staff groups in the Children's Homes and will successfully pass the TCI and TCI Train the Trainer courses to ensure you are qualified to do so.
 - You will ensure that all members of staff in the Home are trained in TCI
- To adhere to, and ensure the staff team are both trained and supported to follow all the requirements in relation to the Safe Handling medication and follow all relevant procedures in line with Departmental Policy. Make sure children and young people receive any medicines at right dosage and at the prescribed times.
 - To monitor the administration of medication in line with organisational requirements.
- The post holder will be responsible for access to petty cash for trips activities and holidays. This will also include the post holder appl and using a Procurement Card in line with the Trust's policies and procedures. Responsibility for children and young people's belongings and money and access to equipment and property used in the course of their duties. The post holder will also be expected to close monitor expenditure, reconcile petty cash claims and cash advances, as well as reviewing purchases and requisitioning goods and services usin SAP system.
- You will be required to work flexibly, including the possibility of unsociable hours and shifts, occasionally including weekend and bank working. This may also include supporting children and young people on overnight trips, and holidays, sometimes at short notice. You may als required to undertake waking nights or sleep in duties at short notice. You will be required to contribute towards the management of the rota, working with the Registered Manager to ensure staff are appropriately deployed to provide safe levels of staffing to support the children and y people at all times.
- To monitor and audit the effectiveness of the home. This includes ensuring that all children and young people's files are kept up to da an remedial action is taken promptly. To ensure information held on children and young people is accurate and statutory documentat completed and held in the appropriate file in required timescales.
 - To manage the confidentiality of information and ensure the staff act in accordance with the GDPR requirements, when obtaining, transmitting and recording information verbally, in writing and electronically.



About you

Experience

- The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.
- Experience of working in a supervisory or management role
- Experience of care planning and quality assurance commensurate with the deputy management role
- Substantial experience of direct work with children and young people and their families
- Experience of quality assurance processes and systems

Qualifications

Essential:

Level 3 Diploma in Residential Child Care or the equivalent*.

*Equivalent NVQs are defined in the Children's Homes Standards 2015 as

- Level 3 Children & Young Peoples Workforce Diploma with social care pathway
- NVQ 3 caring for children & young people
- NVQ 3 health & social care

Desirable:

Level 5 Diploma in Leadership and Management for Residential Childcare DipSW/CQSW/CS

Working Conditions

The post holder must be able to work evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Special Conditions

The Warner Process will be completed to ensure candidates have the psychological resilience required to work in a Children's Home





Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An enhanced <u>DBS</u> check will be requested.

We are an equal opportunities employer.

