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# DEPUTY MANAGER JOB DESCRIPTION

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## **Strides Childcare Services**

### **Job Description**

**Post:** Deputy Manager

**Accountable to:** Registered Manager

### **Job Purpose:**

1. To contribute to the provision of a secure, stable, supportive environment for young people which respects and promotes their health, culture, religion, race, identity and lifestyle.
2. To safeguard and promote the welfare of all children and young people
3. To assist in assessment of needs for each young person. To help design and implement support plans alongside social workers, staff, parents and significant others.
4. To follow policies and procedures and ensure a safe, secure and healthy environment at all times.
5. To undertake the duties and responsibilities listed and other such reasonable tasks designated by the Home's manager.
6. To be accountable to the Home's Manager and be responsible for ensuring high standards of professional practice are maintained and fundamentally to ensure any child accommodated has his or her welfare safeguarded and promoted at all times.
7. To support the Residential Home Manager and all the children and young people in the Home.

## **DUTIES & RESONSIBILITIES**

- Deputise for the Registered Home Manager in their absence
- Encourage, support and promote good behaviour of the children.
- Promote independence and self-determination, considering each individual.
- Ensure children attend school as required.
- Supervise and arrange activities to ensure appropriate mental, physical, social and spiritual development.
- Actively listen to children and where necessary guide towards counselling and/or therapy services.
- Encouraging and assisting independence to organise and participate in various external and internal social, leisure trips and other activities.
- Ensure the well-being of children to include cultural differences.
- Effectively liaise with parents/carers, external agencies, teachers, child psychologists, therapists, etc.
- Maintain up-to-date and accurate records.
- Work with others to provide support, liaising with the Registered Home Manager, Teachers, and other Learning Support Practitioners working with the same children.
- Promote inclusion and participation ensuring the children receive a holistic approach to their development.
- To take full part in handover and team meetings, provide encouragement and constructive feedback to children.
- Ensure the safety and welfare of children both in the home and the community.
- To provide a caring, homely environment.
- Improve own practice and that of the organisation through continuing professional development activities.
- Ensure Health, Safety & Hygiene standards are maintained.
- Ensure the highest standard of safety and welfare for all
- Assist in the formulation and/revision of policies and procedures as necessary
- To participate in and make effective use of regular supervision from your supervisor
- Act as positive role model for young people and other staff in the home and offer advice, guidance and assistance where appropriate.
- Establishing and maintaining positive, caring relationship with children, young people, and their families and other professionals involved.
- Provide safe, stable and supportive environment that caters for the cultural, physical, and emotional needs of the young people.
- Provide advice and support to young people at all times ensuring the health, social, physical, emotional and spiritual care of children.

- Participate in assessment of the children's needs, care planning and implementation, reviews, planning and disruption meetings for young people.

If interested, kindly share why you are the best fit for this job and attach your CV and cover letter to [anne.kappan@stridesccs.co.uk](mailto:anne.kappan@stridesccs.co.uk)