



Deputy Manager (Tangier Road Children's Home)

Salary: Band 9, **£37,937 to £41,510** per annum plus 17% shift allowance

Contract: **Permanent**

Hours: **Full time** (37 hours per week, Mondays to Friday with additional weekend and sleep in duties as required)

Location: Predominately based at **Tangier Road Children's Home** but could be asked to work anywhere within Portsmouth City Council, providing care for children with social and emotional needs.

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The Service

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. We look after children between the ages of 8-18 with a range of complex issues relating to social and emotional needs. Tangier Road Children's Home was inspected by Ofsted in May 2023 and found to be rated overall 'good' including in how well children and young people are helped and protected and the effectiveness of leaders and managers.

What is the role?

Reporting to the residential manager you will provide care to children with a range of complex needs. You will work alongside colleagues and the children to achieve their specific individual needs and improve their future outcomes. You will apply the relevant legislation, policies and procedures and guidance relating to residential childcare. You will also be required to:

- work alongside other professionals such as case-holders, CAMHS, and schools to provide a consistent team approach to manage care & risk and/or represent the team at meetings.
- maintain individual records and carry out other related administrative tasks.
- work individually and as a member of a team with young people, as agreed in their care plans and within the agreed guidelines.
- attend and contribute to team meetings and training as appropriate.
- work 37 hours a week including shift work, the occasional sleeping-in duty and weekend working as and when required to cover/meet the needs of the service. In times of illness when required you may be asked to cover shifts.

- cover sleeping-in duties where required and provide on call support to the duty waking night staff.
- promote the welfare of the children as defined in the Children Act 1989/2004 and Working Together.
- work within the guidance of the residential standards.
- contribute to the maintenance of Ofsted regulations and inspections.
- attend and as required chair monthly full staff meetings, attend and contribute to your monthly supervision, and provide supervision to the RSSO staff.
- participate in training as required, and to contribute to your own professional development by keeping up to date of national developments in childcare policies and practice.
- ensure that all staff members are kept up to date with changes to procedures within the Home and Portsmouth City Council.
- offer guidance and support to staff, particularly when dealing with incidents e.g., completing and incident records.
- complete regular quality audits within the home and offer advice and supervision to staff members on the improvement to care practices and processes, in consultation with the line manager.
- ensure that positive and negative feedback is given constructively to promote a professional approach to work.
- inform the Manager as soon as is reasonably possible in matters of dispute.
- remain on shift throughout its duration, making sure that there is the required level of staff cover to safely and appropriately meet the needs of the children accessing the service.
- promote equal opportunities and anti-discriminatory practice.
- make sure that children and staff are kept safe at all times.
- be accountable for any decision made with regard to the welfare of the children and staff members.
- arrive in plenty of time to begin your duties, access and read the handover and, receive and share information with in-coming and out-going staff team regarding any events and the individual children.
- support and encourage the children to participate in decision making and planning.
- manage, plan and book your leave according to PCC policy and guidance.
- manage, review and update rotas to ensure the appropriate levels of support are afforded to the children accessing the service.
- contribute to the review of and implementation of service development.
- work in other services in order to develop a Whole City approach, if required.
- complete any other duties as considered reasonable in achieving the task of working with children.

Who is the person?

You need to:

1. Have a relevant qualification e.g., social work diploma/degree or equivalent, or a level 5 leadership and management qualification.
2. Have a verifiable Level 2 qualification in English and Maths that demonstrates a pass or equivalent.
3. Promote/maintain good communication between staff and ensure individuals are given the opportunity to express their opinions.
4. Be prepared to undertake further training, willing to engage in supervision and training and take a proactive role in keeping your own learning & development up to date.
5. Have a good knowledge & experience of working in a residential home for children.
6. Be a role model for good practice that incorporates the essential principles and values.
7. Have a knowledge of group living and behaviour support.
8. Be able to interpret children's behaviour and respond appropriately.
9. Be able to build positive relationships with children.
10. Have excellent communication skills as you will be required to liaise with other agencies, parents, colleagues and children. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
11. Analyse information and identify how to best meet the needs of individual children.
12. Have experience of supervising staff as you will be required to supervise the staff.
13. Undertaken tasks within timescales.
14. Have an understanding of issues and pressures affecting children today.
15. Have good assessment, planning, intervention and reviewing skills.
16. Have an understanding of attachment theory and the stages of development.
17. Be able to support children to fulfil their potential and to take part in recreational activities.
18. Be able to support those with additional educational needs.
19. Be able to support children through significant changes and transitions, contributing to their development where appropriate.
20. Have experience of completing daily record sheets and report writing to a good standard.
21. Be able to work in challenging and difficult / stressful situations calmly and assertively.
22. Work with children who may present challenging behaviour.
23. Manage the storage and administer prescribed and emergency medication.
24. Work flexibly and collaboratively within a multi skilled team.
25. Have an understanding of equality, inclusion and anti-discriminatory practice.
26. Work with others to create a safe environment for children and be able to take appropriate action to those who are at immediate risk of harm.



27. Promote health & safety, healthy living and care with children.
28. Maintain personal standards of health, safety and security.
29. Act in a professional manner at all times.
30. Contribute to a whole team culture that develops confidence and an open and reflective approach.
31. Have a driving licence and use of a car, or otherwise able to use public transport or other means to travel to appointments across the city.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.