

### **JOB DESCRIPTION**

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| <b>Job Title:</b>      | Deputy Manager                                                                                                                                                                                                                                                                                                                               |
| <b>Responsible to:</b> | Registered Manager                                                                                                                                                                                                                                                                                                                           |
| <b>Key Purpose:</b>    | To support the Registered Manager in the day to day running of the home and to deputise in their absence. To support the young person(s) by providing high quality care in accordance with the company policies and procedures. To assist in the provision of a safe and homely environment to help young people to achieve their potential. |
| <b>Hours of work:</b>  | 3 x 24 hour shifts per week to include sleep ins (one of which is to be worked at the weekend).                                                                                                                                                                                                                                              |

### **SAFEGUARDING STATEMENT**

One to One is committed to the safeguarding of children and young people. Everything we do is designed to promote the safety and well-being of the children and young people we work with.

All staff are responsible for cultivating an environment of openness and awareness where mistakes can be shared, and constructive suggestions made.

All staff take responsibility for questioning and where necessary challenging accepted patterns of relationships and behaviour within each One to One setting.

### **KEY RESPONSIBILITIES:**

- To be aware of and operate within the framework of relevant legislation including the Children Act 1989, Care Standards Act 2000 and the children's home regulations (2015).
- To promote a nurturing and safe environment for young people, celebrating their successes and supporting them to reach their full potential.
- To encourage and motivate young people to develop outside interests and leisure activities and enable the young person to participate in the life of the local community, through developing and maintaining links between the home and the community.
- To assist the Registered Manager in responding robustly to safeguarding concerns and taking the lead in the absence of the manager.
- To assist the Registered Manager in the day to day running of the home, including administration tasks and oversight.
- To assist with the supervision, role modelling and mentoring of team members.

- To assist with inductions of new staff into the home.
- To assist with the management of staffing resources, ensuring the home has adequate staffing each day to meet the needs of the child and that the rota is published to the team with adequate notice.
- To assist in ensuring the team are compliant with training and qualifications.
- To assist with ensuring the home is compliant with health and safety legislation and procedures.
- To support the Registered Manager in ensuring finances are recorded and accounted for.
- To liaise with the wider group of professionals around the young person, to ensure their needs are met holistically.
- To maintain professional Boundaries in and outside of the work environment.
- To act as role model at all times through appropriate behaviour, dress, use of language and social interaction.
- To adhere to the company's Equal Opportunities Policy and actively oppose discriminatory practices in relation to colleagues and young people based on race, religion, gender, disability, or sexual orientation.
- To work as part of a team to promote the objectives of the home and needs of the young person, in accordance with their care plan, company policies and One to One's Code of Conduct.