



Job Description

Job Title: Assistant Team Manager - Children's Residential Home

POSCODE: 0794

Grade: K38

Overall Purpose of Role

1. To be responsible for a team of professional staff caring for young people in residential care.
2. To deputise for the Team Manager in his absence and provide on call support to the home.

Main Accountabilities

1	To manage the day-to-day operation of the residential home for young people with ASD -Autism spectrum disorder and behavioural difficulties, in order to provide a safe and [positive environment for young people in which they can develop their life skills, learn to move forward positively, and improve their lives as they move into adulthood.
2	Under the direction of the Team Manager to be responsible for the recruitment and selection of staff, provision of supervision, appraisal, staff development and training to ensure that staff have the appropriate skill, knowledge and support to undertake their roles effectively
3	To carry out regular Quality Assurance management checks linked to the Ofsted quality standards to ensure that the staff team undertake their duties effectively and efficiently and within legal, departmental and house policies, procedures and guidance. To ensure that procedures and practices meet and wherever possible exceed the National minimum Standards.
4	To supervise the local care teams to ensure that care plans and all relevant documents relating to the young people are on target, including marshalling and developing resources to meet the planned outcomes and the young person's potential. This will also include monitoring and the evaluation of those plans and documents and contributing to reviews and future planning.
5	Work in collaborative partnership with the team manager to ensure statutory & regularity compliance is evidenced in daily practice assume direct responsibility for the home in their absence deputise for them in their absence in order to provide an efficient and effective service which meets the needs of the young people.

6	To ensure that the home meets health and safety legislation, including the provision of adequate staff cover, to ensure the health and safety of staff and young people.
7	To provide out of hours support and consultation (on-call) at local level with the team manager to ensure that staff have appropriate advice and support at all hours of the day, and in case of an emergency in the home.
8	To maintain accurate records including competent financial records and to ensure that staff adequately complete paperwork systems to ensure that the young peoples' files are regularly checked and updated in accordance with relevant policies and procedures.
9	To liaise, negotiate and communicate effectively with parents, carers, staff, other professionals and the local community to ensure that the service meets the needs of the young people.
10	To work a flexible & hands on work/direct leadership pattern, which includes weekends and out of hours working to support the team with the needs of the young people and staff feedback & development of best practice. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
11	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
12	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
	This post requires satisfactory clearance of an enhanced DBS. QCF Level 3 Diploma – Residential Childcare or NVQ Level 3 – Caring for Children and Young People. Sound working knowledge of child care legislation Basic IT skills	Essential

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
	Good understanding of Autism Specific disorders & communication needs through experience and experience of therapeutic work with young people,	Essential
Skills:		
	Articulate and numerate. Good verbal and written reasoning skills sufficient to present information to groups and to write reports	Essential
	Ability to act decisively in complex and difficult situations, but to seek appropriate advice when required. Good organisational and problem-solving skills.	Essential
	Ability to travel effectively to different locations	Essential
	Proven experience & ability of effectively supporting to manage teams through innovations & change with experience acquired in a similar role	Essential
	Ability to establish and sustain effective working relationships and facilitate change	Essential
	Skilled in negotiation with managers, staff and carers to achieve the resolution of issues and potential disputes	Essential
	Able to handle conflict sensitively, understanding of issues of confidentiality and involve respect and credibility. Emotionally mature and resilient	Essential
	Commitment to protecting and promoting the right of all children to participate and make choices. Belief in dignity and worth of each individual	Essential
	Ability to organise workload effectively, using own initiative and to work under pressure to achieve deadlines	Essential

	Ability to use resources creatively and flexibly within a contractual framework	Essential
	Able to demonstrate a clear understanding of a commitment to health and safety and a willingness to undertake training to enable implementation of procedures. Ability to apply health and safety effectively to self, colleagues, staff and service users as appropriate.	Essential
Experience:		
	Experience of working within a residential childcare setting	Essential
	Working experience of supervising and developing staff.	Essential
	Experience of multi-agency working	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level	
What DBS Level is required for this post?	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>