

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications, and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Assistant Manager – Children’s Homes	
Salary Grade:	Salary: £37,849 - £40,760	Grade: 12
Hours:	37	
Team:	Corporate parenting - Residential and Edge of Care Services	
Service Area:	Children, Education and Families - Corporate Parenting	
Primary Location:	40 The Moors, Kidlington	
Budget responsibility:	No	
Responsible to:	Homes Manager	
Responsible for:	Deputising for the manager in their absence and assisting with managerial duties. Supervision and support of 10 members of care staff within the home.	

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

#### To assist the manager in the following tasks:

- Managing the residential establishment in accordance with the above, and within all operational briefs, policies, procedures and legal requirements of the CEF Directorate. To provide the highest possible standards of emotional, social and physical care for children resident.
- Contributing to the strategic overview and development of the service and implement policies, procedures and management strategies as necessary.
- Ensuring that services are planned and delivered in a way that maximises the participation of children, respects their rights and is responsive to their wishes and views.
- Taking a leadership role in team and individual development and the maintenance of effective high quality teamwork.

Within the overall context of:

- The 5 key outcomes for children (Every Child Matters):
  - Being Healthy
  - Staying Safe
  - Enjoying and Achieving
  - Making a Positive Contribution
  - Achieving Economic Well-being





- The Children's Homes Regulations and Quality Standards (DH 2015)
- The Homes Statement of Purpose
- The Statement of Conduct and Behaviour with guidance for Staff working in Oxfordshire's residential Children's Homes.

This post holder is responsible for ensuring that all relevant County Council policies and procedures are adhered to and any concerns are raised in accordance with these policies.

## Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

### A. General Management:

#### To deputise for or assist the manager in the following tasks:

1. Being responsible for managing and operating expenditure flexibly within identified budget in accordance with cost centre management guidelines, advising the service manager of specific unmet needs or resource issues.
2. Developing, maintaining and monitoring systems to ensure that Health and Safety standards are communicated and met (e.g – Fire Safety, food Hygiene, Accident reporting, COSHH) in accordance with Ofsted, County Council and Directorate Health and Safety requirements, ensuring that the necessary/mandatory staff training is undertaken and recorded within timescales.
3. Establishing and maintaining administrative systems for children's casework records, referrals and assessments, including risk assessments, to ensure that staff apply them and that confidentiality standards and boundaries are maintained in accordance with the legislative framework.
4. Ensuring that the physical buildings, fixtures and fittings are maintained to a high standard, liaising with appropriate facilities and service managers as appropriate.
5. Ensuring there are effective formal and informal communication channels within the children's home, including staff and handover meetings, that policy and procedural information is readily available, so that staff can operate knowledgeably and safely at all times for the care of the children.
6. Work in partnership with other professionals and agencies, and develop and maintain a positive public relations image for the Directorate and its services with the public, schools, police etc.. as necessary.
7. Taking an active and positive role in contributing to and monitoring service and team plans, as well as preparing for and contributing to Ofsted Inspections of services, whether of the home or in the wider Directorate.
8. Ensure that complaints are handled quickly, effectively, and sensitively.
9. Undertaking further training and research to keep up to date with relevant legislation, guidance and good practice, in order to promote team development.

### B. Personal Management and Employee Development

#### To deputise for or assist the manager in:

1. Ensuring that equality of opportunity exists in all employment practices, and that the recruitment, induction, probation, appraisal and termination of any employment is undertaken according to Directorate and County Council Human Resource Policies, Procedures and guidelines.
2. Establishing and supporting appropriate staff supervision, welfare and support mechanisms, in accordance with the Directorate's supervision policy, and ensuring that staff are motivated to achieve the objectives of the service.



3. Ensuring staff undertake mandatory training, are assessed and appraised annually, and are able to enhance their skills, knowledge and personal development by being made aware of and given the opportunity to take up individual/group training programmes and experiences, including necessary Diplomas.
4. Ensuring that the services provided by staff are of the highest professional standards and competence, and managing and monitoring any sickness, disciplinary or grievance issues which may affect the provision of the service.

### **C. Resident/client Management**

#### **To Deputise for or assist the manager in:**

1. Being responsible for establishing and monitoring compliance with Children's Homes Regulations and Quality Standards 2015, including admissions, assessments, plans and reviews and drug administration procedures.
2. Overseeing in partnership with the children's social workers the management of all children's care plans to ensure that they continue to be relevant and responsive to the individuals' needs and wishes.
3. Developing a shared care planning approach in partnership with children, their relatives and carers, and the case holding social workers, to maximise opportunities for their rehabilitation or independence.
4. Ensuring that the Educational needs of children in residence are assessed and provided for, liaising with educational professionals producing Individual Education Plans.
5. Ensuring that the Health needs of children in residence are assessed and provided for, liaising with health professionals to produce individually agreed Health Action Plans.
6. Ensuring that therapeutic, social and recreational activities and opportunities for individual or groups of children are provided.
7. Ensuring that relatives and carers are provided with private access to the child and can be supported individually and/or in groups.

#### **FLEXIBILITY CLAUSES**

The nature of these positions will require flexibility to meet urgent work needs as they arise. They will inevitably entail some work outside normal office hours. The job description is therefore not meant to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties, which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post.

## **Section B: Selection Criteria**

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.





## Essential Criteria

Assessed By:

<b>Educational achievements, Qualifications, Training and Knowledge:</b> <ul style="list-style-type: none"><li>• A minimum of Diploma level 3 in Residential Childcare or equivalent</li><li>• Ability and willingness to undertake Social work Qualification and/or diploma level 5 – leadership and Management in residential Childcare if not already obtained.</li><li>• Understanding of Causes of trauma and displayed behaviours in children and positive behaviour management techniques</li><li>• If holding a Social Work Qualification – registered with the HCPC</li></ul>	A, I, D
<b>Experience</b> <ul style="list-style-type: none"><li>• At least 1 years supervisory experience</li><li>• Significant specialist child care experience including at least 2 years of direct work with children within the last 5 years</li></ul>	A, I
<b>Job related aptitude and skills:</b> <ul style="list-style-type: none"><li>• Competence in report writing</li><li>• Literate and numerate</li><li>• High levels of interpersonal Skill</li><li>• Supervisory skills</li><li>• Knowledge of the design and implementation of flexible care packages</li><li>• Working knowledge of relevant legislation, regulations and guidance (e.g Children Act, Children's Home Regulations and Quality Care Standards 2015).</li></ul>	
<b>Personal qualities:</b> <ul style="list-style-type: none"><li>• Ability to delegate</li><li>• Ability to work on own initiative</li><li>• Ability to make decisions and prioritise under pressure</li><li>• Ability to provide and receive constructive supervision</li><li>• Adaptability</li><li>• Ability to be responsible and accountable</li><li>• Willingness to undertake identified training (e.g Directorate's computerised information systems, physical restraint)</li></ul>	A, I
<b>Special Requirements:</b> <ul style="list-style-type: none"><li>• Non smoking at work</li><li>• Ability to take part in rota cover of establishment at weekends and in evenings, in emergency</li><li>• Ability to provide on-call support to homes on a rota basis</li><li>• Attendance at annual Positive Behaviour Management training achieving competence</li><li>• Working knowledge of Health and Safety risk assessments and risk management.</li><li>• Ability to travel to and from meetings relating to the children in care or service delivery as required.</li></ul>	A, I





<b>Physical:</b> <ul style="list-style-type: none"><li>The ability to ensure the safety of children and staff, which may include physical interventions. This involves annual mandatory training.</li></ul>	A, I
<b>Desirable Criteria</b>	Assessed By:
<b>Educational achievements, Qualifications, Training and Knowledge:</b> <ul style="list-style-type: none"><li>CSS, CQSW, Dip SW, CRCCYP, Degree in Social Work or equivalent</li><li>Training in skills listed under 'essential'</li><li>Diploma level 5 management qualification</li><li>Equivalent relevant training/courses linked to specialist areas of post (e.g Health and Safety, Food Hygiene, management development training)</li></ul>	A, I
<b>Skills and Experience:</b> <ul style="list-style-type: none"><li>Leadership skills</li><li>Experience of contributing to management of budget/admin systems/planning and project work</li><li>Experience of care planning</li><li>Experience of managerial level activity showing sound decision making</li><li>Ability to access a variety of locations</li><li>Ability to develop equality awareness and incorporate into the ethos and practice of the staff team</li><li>Understanding/experience of the inter-agency context of the work.</li></ul>	A, I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input checked="" type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input checked="" type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	



## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Council's Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	



## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

