**Job Description**

# Section A: Job Profile

*The job profile outlines 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

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| Job Title: | Assistant Team Manager – Children’s Homes |
| Salary: | £48,710 - £51,802 per annum |
| Grade: | 13 |
| Hours: | 37 hours per week  Sleep in (if required in extreme circumstances). Participation in the Managers On Call rota. |
| Team: | Oxfordshire Children’s Home |
| Service Area: | Children Education and Families |
| Primary Location: | Solo Children’s Home, Located in Chinnor, Nr Thame  Glebelands: Thame  Please note we are actively looking at our ways of working using everything we have learnt and heard from our employees about the organisational and personal benefits of agile working. What you can absolutely expect from working at OCC is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process |
| Budget responsibility: | No |
| Responsible to: | Registered Manager |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| **To assist the Registered Manager in the following tasks:**   * Managing the residential home 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 team work.   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.   The post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.  To engage in successful completion of training to become competent in the following job responsibilities. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.  **Main Duties:**   1. **General Management:**   **To deputise for or assist the Registered 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 it’s 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. 10. **Personal Management and Employee Development**   **To deputise for or assist the Registered 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. 5. **Resident/child Management**   **To Deputise for or assist the Registered 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.   1. 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. 2. 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. 3. Ensuring that the Educational needs of children in residence are assessed and provided for, liaising with educational professionals producing Individual Education Plans. 4. 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. 5. Ensuring that therapeutic, social and recreational activities and opportunities for individual or groups of children are provided. 6. 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.  If you are appointed to the post you will be expected to abide by the Code of Practice for Social Workers which will be issued to you. If you wish to have further information prior to the interview please contact the recruitment team. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

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| Essential Criteria | Assessed By: |
| A minimum of Diploma level 3 in Residential Childcare or equivalent | A/I/D |
| Ability and willingness to undertake Social work Qualification and/or diploma level 5 – leadership and Management in residential Childcare if not already obtained. | I |
| Awareness of Children’s Rights Issues | I |
| Understanding of Causes of trauma and displayed behaviours in children and positive behaviour management techniques | I |
| If holding a Social Work Qualification – registered with SWE | A/D |
| **Experience** |  |
| At least 1 years supervisory experience | I |
| Significant specialist child care experience including at least 2 years of direct work with children within the last 5 years | A/I/D |
| Detailed knowledge of child development. | I |
| Experience of Social work in related fields | D |
| Job related aptitude and skills: |  |
| Time management skills | I |
| Competence in report writing for a variety of audiences | I/D |
| Interpersonal and communication skills | I |
| Ability to make decisions and prioritise under pressure | I |
| Ability to provide and receive constructive supervision | A/I |
| Ability to be responsible and accountable | I |
| Knowledge of the design and implementation of flexible care packages | I |
| Ability to form positive working relationships with a range of colleagues across agencies | I/D |
| Working knowledge of relevant legislation, regulations and guidance (e.g. Children Act, Children’s Home Regulations and Quality Care Standards 2015). | I |
| Ability to delegate and track the tasks delegated | I |
| Ability to work on own initiative | I |
| Ability to work independently but also to offer flexible support to colleagues when needed. | D |
| Ability to attend work regularly and on time | I |
| Ability to support young people and families in distress | D |
| Ability to work in stressful environments and support colleagues. | I |
| Willingness to undertake identified training | I |
| **Specific Requirements:** |  |
| Satisfactory enhanced Disclosure and Barring Serviceclearance*.* | D |
| Ability to take part in rota cover of establishment at weekends and in evenings, in emergency | I |
| Ability to provide on-call support to homes on a rota basis | I |
| Ability to travel independently to a variety of settings, sometimes at short notice. | D |
| Ability to promote the department’s image | I |
| No smoking at work | I |
| Awareness of health and safety legislation as detailed in the job description for the position. | D |
| Awareness of health and safety legislation as detailed in the job description for the position. | I |
|  |  |
| **Desirable Criteria** | **Assessed By:** |
| Social work Qualification and/or diploma level 5 – leadership and Management in residential Childcare | D |
| Training in focused and structured working theories/practices | D |
| Proven academic ability – e.g. GCSE’s | D |
| Experience of working in both family and residential settings with children and carers. | I/D |
| Experience of using validated assessment measures. | I/D |
| **Job related aptitude and skills:** |  |
| Ability to cope with competing pressures | I |
| ICT skills | D |
| **Personal qualities:** |  |
| Ability to support developing and regulated services and commitment to supporting positive therapeutic interventions to improve outcomes for children and their families. | I |
|  |  |
| **Additional Requirements:** |  |
| Prior experience of work in related field demonstrating ability to work in the manner required of this post. | I |
| **Physical:** |  |
| The ability to ensure the safety of children and staff, which may include physical interventions. This involves annual mandatory training. | 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | 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 and 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 Councils Health and Safety Policy.

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

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

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|  | Other (please specify): |

March 2023