

## Job Details

<b>Job Title:</b>	Deputy Manager – Children’s Home		
<b>Team/Department:</b>	Children’s Residential		
<b>Reports to:</b>	Registered Manager	<b>Location:</b>	Brown Edge, Staffordshire
<b>Appointment period:</b>	Permanent	<b>Hours</b>	37.5

## Job Purpose

This role will be based in one of the Bedspace Children’s Residential homes and will support the Registered Manager to fulfil the duties and responsibilities of the Registered Manager as set out in the Children’s Homes (England) Regulations 2015. They will support in the day to day running of the children’s home, which will include deputising for them as and when needed and having the responsibility and accountability of ensuring the smooth running of the home.

A key responsibility will also be to assist the Registered Manager in the management and development of the home to lead and support Residential Children’s homes workers to drive the delivery of an excellent quality service for the children and young people that Bedspace support.

This role will work in a way that always strives to achieve the best outcomes for children and young people through the delivery of high-quality residential care for those most vulnerable in society, many whom have experienced trauma through no fault of their own.

## Main Duties & Responsibilities

1. Collaborate with the Registered Manager in thoughtfully preparing and planning, ensuring compliance with company policies, procedures, and the Children’s Homes (England) Regulations 2015.
2. Support the manager in handling resources effectively, including budgets, buildings, and equipment, and resources not provided directly by Bedspace under the Children Act 1989 and Children’s Homes (England) Regulations 2015.
3. Foster a cohesive and compassionate partnership with team members and other professionals, creating an atmosphere of understanding and support.
4. Provide nurturing and effective management, ensuring open communication through written information, team briefings, supervisions, annual appraisals, and management meetings to make sure the objectives of the home are met to achieve positive outcomes for children and young people.
5. Contribute to training strategies with a focus on creating a positive learning culture within the workplace, ensuring that essential training and continuous professional development undertaken reflects the objectives and targets of the service.
6. Responsible for the recruitment and selection of colleagues, overseeing the induction, post-appointment assessment, training, and development of employees at the appropriate level with care, all in accordance with agreed procedures.
7. Lead in providing a planned and stimulating environment that embraces the diversity of society, with a deep understanding and commitment to the assessment, care, and support for the physical and emotional well-being of children and young people.

## Main Duties & Responsibilities

8. Work alongside the Registered Manager to monitor and review the home, striving for the best possible outcomes and progress for children and young people. Use key indicators such as educational attainment, health, and a focus on minimising criminalisation.
9. Embed the therapeutic ethos of Bedspace Care within the homes, ensuring that every aspect of a child's care addresses their physical, emotional, and social development.
10. Demonstrate effective leadership that is person-centred, guiding and supporting the staff team to achieve optimum outcomes for children and young people. Ensure that teamwork aligns seamlessly with the Statement of Purpose.
11. Ensure the effective management of health and safety in the home, carrying out risk assessments with care, ensuring suitable arrangements are in place, and consistently monitoring their effectiveness.
12. Contribute to and adhere to a 24-hour on-call system on a rota basis, providing support and advice for staff members. Lead by example, being a positive role model and guiding the staff team, including working shifts and off-rota management duties.
13. Supporting the culture of cross-sectional working, encouraging a culture of project work focusing on the objectives of the company. Actively participating or leading in projects and corporate tasks as required.
14. Responsible for implementing and working in line with the Bedspace Cares Safeguarding Policy and Local Authority Safeguarding procedures.
15. The post holder is required to always have due regard to equal opportunities and to work fairly and reasonably towards all people, ensuring specific needs are met i.e. religious observance, cultural needs, dietary requirements and any medical conditions and their treatment.
16. The post holder is required to observe and maintain strict confidentiality in respect of children and young people/our service users, other visitors and all company information.

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager. This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements	Essential (E) OR Desirable (D)
<b>Qualifications</b>	
Level 3 Diploma for Residential Childcare (England).	<b>E</b>
Level 5 Diploma in Leadership and Management for Residential Care (or willingness to complete Level 5 within 3 years).	<b>E</b>
Current driving licence with the use of own vehicle and business insurance.	<b>E</b>
Satisfactory Enhanced DBS record	<b>E</b>

Requirements	Essential (E) / Desirable (D)
<b>Skills &amp; Knowledge</b>	
Demonstrable, extensive experience in direct work with children and young people in a residential setting, and experience of monitoring and evaluating their outcomes.	<b>E</b>
Experience in navigating Ofsted inspections and a strong understanding and experience of working within the aims and principles of the Children Act 1989 and Children’s Homes (England) Regulations, Children’s Homes (England) Regulations 2015, including Quality Standards and relevant guidelines for residential care in all aspects of your role.	<b>E</b>
Understanding of therapeutic models of care, evidence-based, and research-led approaches to promote holistic well-being.	<b>E</b>
Extensive demonstrable experience in effective case management within a children’s home environment, in addition to a successful track record of collaborating with other agencies to safeguard and achieve positive outcomes for children and young people.	<b>E</b>
Proven experience in planning staffing levels and rota management, ensuring flexibility to respond to the evolving needs of children and young people.	<b>E</b>
<p>Providing care and control, including emotional support, and appropriate boundaries to behaviour. Assess these needs to plan and implement care programmes</p> <p>Counsel, motivate and effect change in children and young people and their family circumstances</p>	<b>D</b>
A minimum of 1 years’ experience in managing a team in a care setting with experience promoting and developing the professional skill base of the team members to meet agreed goals, targets and objectives	<b>D</b>
Previous experience of managing budgets	<b>E</b>
Comprehensive understanding of the legal, procedural, and policy context of residential childcare. Demonstrated skills in conflict management, fostering a positive and supportive environment.	<b>E</b>
Knowledgeable about Health and Safety at Work regulations and practices.	<b>E</b>
Demonstrated skills in conflict management, fostering a positive and supportive environment.	<b>E</b>
Comprehensive understanding of service delivery and accurately identifying the needs of internal and external customers and works to exceeds their expectations	<b>E</b>

Requirements	Essential (E) / Desirable (D)
<b>Competencies &amp; Personal Attributes</b>	
Willingness to undertake further training	<b>E</b>
Able to demonstrate resilience in challenging situations.	<b>E</b>
Listens and is receptive to ideas and the feelings and concerns of others, even if they differ from their own.	<b>E</b>
Works in an adaptive and agile way, revising plans accordingly and communicating any changes.	<b>E</b>
Can take action to find a variety of solutions to challenges which fit the needs of the service	<b>E</b>

**Essential/Desirable:**

E = Essential: Requirements without which the job could not be done. D = Desirable: Requirements that would enable the candidate to perform the job well.

***This post will be subject to a satisfactory Criminal Record Check from the Disclosure and Barring Service (England & Wales). If you require further information regarding this check, please contact [careers@bedspace.co.uk](mailto:careers@bedspace.co.uk)***