



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Children's Residential Deputy Manager
Job Reference	
Service	Children's Services
Team	Children's Residential Homes
Location	Children's Home Based
Reports to	Registered Manager
Responsible for	Deputising for the manager to provide a positive living experience for the children we care for, meeting their physical, emotional and social needs in accordance with the Children Homes Regulations (England) 2015 and the Quality Standards.
Grade	9
Contract Type	Permanent
Hours	Full-Time/Part-Time

Main Accountabilities	
1.	To support the Homes Manager to offer timely responses to referrals and appropriate matching to other young people.
2.	To support the Homes Manager to ensure that the service meets its statutory responsibility and is compliant with the Children's Homes Regulations (2015) England and to fulfil the obligations set out in the National Minimum Standards for Children's Homes 2002
3.	To support the Homes Manager to meet expectations at Inspection and Regulation 44 visits in terms of delivering positive outcomes for young people. This includes updating and maintaining the Statement of Purpose, relevant policies, procedures, and guidelines and keeping up to date with changes and best practice.





4.	To be responsible for all safeguarding aspects in their home and ensure that staff are aware of their responsibilities in safeguarding these young people, sharing responsibility with the Registered Manager for Health and Safety and Risk Assessment and Management.
5.	Assist in the development of a competent and professional team that performs to the highest standards. Ensuring effective supervision, staff development and training, in accordance with personnel and health and safety policies, the Children's Homes Regulations (2015) England and other relevant legislation.
6.	To take immediate management action with any concerns about when concerns are raised and/or the welfare or safety of children or young people is at risk including partnership working with local multi-agency partners. Ensure the communication rights of every child using the service are upheld and that there is an open culture in which children feel that they can raise issues and complaints and that they will be listened to.
7.	To assist the Homes Manager in managing all complaints at an informal or formal level and to work them through to a satisfactory conclusion.
8.	To assist the Homes Manager in developing and maintaining effective working relationships with local services, partner agencies and the community. This will include assisting with the maintenance of mechanisms to quality assure timeliness and quality of care information and working collaboratively with partners to create effective networks of support around families and joined-up services to improve outcomes for children.
9.	To provide a responsive service to emergency situations ensuring the safety and wellbeing of the child, and being available for discussion, advice and decision making.
10.	To support the Homes Manager to ensure that an anti-oppressive practice informs all aspects of the work of the homes, to support children with their identity, connections to their networks and communities, and that the Council's Equal Opportunities policy is promoted and adhered to. Ensuring that the home or homes function in such a manner that staff and children understand, recognise and celebrate the diversity of cultures and beliefs of the children and within the local and wider community.
11.	To undertake any other tasks as may be required within the remit and grading of the post.





Person Specification	Essential	Desirable
Education/Qualifications	Professional qualification in (recognised and current) QCF Level 3 in Residential Childcare, or equivalent. Willingness to undertake and maintain regular CPD	
Experience	Demonstrable experience of residential care at a senior level, working with children and their families, demonstrating a clear understanding of the legislative requirements and range of issues that impact children and young people's lives. Demonstrable experience of working effectively with children, parents/those with parental responsibility, colleagues, and partner agencies. Experience of managing staff from diverse backgrounds, professional skills (and life experiences), supporting their development and effective supervision.	Experience of managing high risk individuals and ability to assess, respond and support staff in dealing with complex and high risk / high emotion contexts. Experience of working with a range of agencies. Experience of resolving challenges with other agencies and an ability to understand a systemic approach.
Skills/Knowledge	Good leadership and performance skills and the ability to direct and support a team to meet service needs. Ability to work through complex and sensitive issues potentially considering a range of views and be able to make and explain an informed decision on the matter in hand. Ability to coach and lead team members in supporting children, including those with more complex	Good budgetary skills. Knowledge of relevant research and up to date practice models of caring for and effectively communicating with children. In addition, an understanding of adverse childhood experiences, inclusion and independence and an understanding of the impact these can have on an individual and their family. A good understanding of both 'strengths based' and 'outcomes





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	needs. making use of a multidisciplinary approach where applicable to deliver positive outcomes Ability to transfer a variety of legislation requirements and regulations relating to care, health needs, health and safety into process, guidance, and policy to ensure the service is always compliant. Proficient ICT skills for complex report writing and management information purposes. Ability to lead or represent the service including complex meetings and to be able to make decisions on behalf of the service within agreed levels of delegated authority. Able to deliver high quality formal and informal reflective supervision. Taking action to address poor practise and management action to address this through local and HR processes to support colleagues to improve. Ability to deputise for the homes manager in their absence including facilitating official visits and inspections and compliance with regulatory requirements Carry out all duties with a keen sense of awareness and understanding of the safeguarding requirements within the home.	focused' work, with a demonstrable knowledge of appropriate and effective evidence-based problem-solving and therapeutic approaches with children, young people and families, and the skills to support staff in developing these where needed.
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	Knowledge of Children Act 1989 & Children's Home (England) Regulations 2015, Quality Standards & general good standards of practice. Problem solving skills and the ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour. Proven ability in the production and oversight of good quality paperwork relating to the care and wellbeing of young people at the home. Ability to identify strengths and risk, and use these to produce outcomes-focused, individualised plans that are reviewed and updated appropriately. Carry out all duties and responsibilities with reasonable care for the health and safety of ourselves and others and report any potential hazards or unsafe practices to the line manager.	
Behaviours/Attributes	Takes ownership of their responsibilities, meets deadlines and understands their accountabilities. Will be required to work in stressful situations, manage own stress & that of others.	

Purpose Details	
Service Purpose	Wokingham Borough Council has a range of registered children's homes delivering short breaks and 52-week residential provision. The primary purpose of these homes





	will enable more children from Wokingham borough to remain in or return to the local area being closer to their communities and networks. The specific purpose of each home is detailed in their respective Statement of Purpose. <u>Social Care and Early Help Service Purpose</u> • Discharge of the Statutory function of the Director of Children's Services, in conjunction with the Lead Member. • Provision of high quality and effective services to children, young people and families. • Provision of effective and high-quality safeguarding services for children and young people at risk of harm. • Delivery of high-quality support and challenge to schools, recognising the council's enduring responsibility to promote the best outcomes possible for its children and students. • Assurance that the council is effective, ambitious, and successful as a Corporate Parent to the children and young people in its care • Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes. • Delivery of effective and efficient services offering good value for money.
Role Purpose	• To support the Homes Manager in their professional responsibilities and tasks for the effective management of the children's home, and the provision of a professional, child centered service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures. • To assist in the management and oversight of the budget of their children's home. • To ensure that services are delivered in partnership with all key stakeholders so that children's assessed needs are met on a planned, holistic basis within a residential setting, consistent with their best interests. • To support the Homes Manager with complex issues effectively to develop a responsive and effective service for users, delivered within designated budgets. • To support the Homes Manager in embedding, training, and implementing the chosen therapeutic practice model approach into every aspect of the homes' management. • To support the management capacity of the wider service as required, this may be through the development of shared policies and procedures, supervision, sharing and deployment of





	staff across appropriate settings, or involvement in wider service developments.
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Supervision and Relationships	
Supervision Received	Formal regular supervision with the Registered Manager.
Supervision Given	To offer formal regular supervision, regular informal supervision, and accurate electronic system management oversight via systems such as Clearcare and Mosaic To act as line manager for the staff working at the home This includes assisting with the appointment and deployment of staff, agreeing staff leave, ensuring necessary duty cover as well as the management of issues of poor performance. To ensure that staff establish and maintain appropriate professional boundaries with colleagues and Children and Young people. To promote a culture for staff of care within the context of health and safety legislation, policy, and guidance, ensuring that robust risk assessments are carried out and implemented within practice. Leadership of the residential team including permanent staff and sessional workers.
Contacts	Work closely with internal team and external agencies to ensure a consistent and co-ordinated response that meets each child's individualised care needs, supports independence skill and preparation for adulthood and keeps them as safe as possible. Working openly with Quality Assurance to ensure good safeguarding standards and high-quality information recording are maintained.

Commented [DG1]: Condense if possible

Resources/Budget Management
Support the Registered Manager to ensure that the budget is used appropriately for all procurement and expenditure connected to the home. No budget management Line management of up to 15 FTE across 4 roles: Children's Residential Team Leader, Children's Residential Senior Worker, Children's Residential Support Worker & Children's Residential Support Worker (Waking Nights). These will be a mixture of permanent and sessional staff.





In addition to ensure that the premises are maintained in accordance with all relevant Health and Safety legislation, also that the fabric and appearance of the building is maintained to promote a positive image of the council.

Special Requirements

Will be required to travel to visit children and young people placed in other provisions within and outside the borough as part of the matching process or to support WBC review of external provision.

Will be required to be on call.

Will be required to work unsociable hours as part of a management rota when required.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	Y
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role

Details





Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Residential Children's Home

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
Will be required to join update service to enable the home to carry out checks at least annually

Evaluation Declaration





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Date of Evaluation:	23/10/2025
Evaluated by:	Tyra Khan / Tierney Lock

