



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Deputy Manager (Reunification, Short to Medium Term/Turn Around)

Vacancy ID: 010376

Salary: £26,999 - £29,636 Annually

Closing Date: 21/08/2019

Benefits & Grade

Grade J

Unsociability and sleep over allowance is paid where appropriate.

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Stockton-On-Tees Borough Council has recently undergone a review of its in house residential provision and model of delivery. This is an exciting time to work for Stockton Council as we embark on the implementation of the review that will increase not only placement capacity, but also the range of placements available.

We are looking to recruit an inspirational, experienced and qualified **Deputy Manager**, who holds a Level 5 Diploma Leadership for Health and Social Care and Children and Young People's Services – Children and Young People's Residential or has the ability and commitment to completing the award within 18 months of appointment. The successful candidate will be able to demonstrate a proven track record of success in the field.

The successful individual must be highly motivated in the role of supporting the Registered Homes Manager in delivering on the Statement of Purpose.

An online application form and further information is available from www.stockton.gov.uk/jobs.


Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

The successful candidate must meet all essential criteria as set out in the person spec and must be able to register with Ofsted.

If you would like an informal discussion about the post, please contact Louise Carling, Resource Team Manager, on 01642 527876 or email louise.carling@stockton.gov.uk

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Children's Services		Service Area: Looked After Children - Resources
JOB TITLE: Children's Home Deputy Manager (Reunification, Short to Medium Term/Turn Around)		
GRADE: J		
REPORTING TO: Registered Children's Home Manager (Reunification, Short to Medium Term)		
1.	JOB SUMMARY: <p>To support the leadership, management and delivery of the Local Authority Children's Homes.</p> <p>To achieve this the Deputy Manager will support the Registered Children's Home Manager for the day to day management of the home and a staff team of Residential, Family Reunification Workers. The home will work with families and carers to deliver care for children and young people in the children's home and the child's future permanent home as identified in the permanence plan.</p> <p>Alongside the Registered Manager, the Deputy Manager will be responsible for the development and delivery of care plans, move on and reunification plans for those young people.</p> <p>Key to this is the continued development of the staff team and the services delivered from the home, the identification, collaboration and partner working with young people their families or carers, and others involved in the family or child's care, education and health.</p>	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	To deputise in the absence of the Registered Manager including upon request, register with Ofsted to ensure the consistent and smooth running of the home, and the continuation of services that are delivered as defined in the Homes Statement of Purpose.
	2	To support the Registered Manager in delivering a service that meets all relevant Statutory Legislation, Codes of Practice and Policy and Procedural Requirements.
	3	Support the coordination of service delivery, effectively and efficiently from the home.
	4	To support the leadership, guidance and management and deployment of a team of Residential, Family Reunification Workers in their role.
	5	To support the Registered Manager in the production of reunification care plans, and risk management plans with young people, families and carers.
	6	To contribute to the measurement of performance and report to relevant bodies and agencies on outcomes, and support the continued service development.
	7	In the absence of the Registered Manager to contribute to the Local Authorities decision making processes relevant to the client group.
	8	In the absence of the Registered Manager, plan and administer the finances and resources of the Home within the defined budget.
	9	Deliver regular professional reflective supervision and appraisals to staff members.
	10	To support the Registered Manager in providing effective training to others to enable the service to deliver and develop.
	11	To have a clear understanding and undertaking of safeguarding responsibilities and how to respond in line with relevant procedures.
	12	To embrace the values, behaviours, expectations and general atmosphere in which we work as defined in Stockton Councils Culture Statement.

	13	To undertake monitoring visits and report on the quality of service of externally commissioned services and provisions as and when required.
	14	Participate in the agreed working roster and share the sleep in duty arrangements if required.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade J using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated July 2019



PERSON SPECIFICATION

Job Title/Grade	Deputy Manager (Reunification, Short to Medium Term/Turnaround)	Grade J
Directorate / Service Area	Children's Services	Looked After Children - Resources
Post Ref:	POS007107	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>To hold the level 5 Diploma in Leadership for Health and Social Care and Children and Young People's services – Children and Young People's Residential Management or equivalent, or willing to complete within 18 months of appointment. (Whilst completing the Diploma employees will be paid at Grade I SCP 22).</p> <p>Must have the ability to meet all requirements as set out in the Children's' Homes Regulations and Quality Standards in order to be able to register with Ofsted as a Registered Manager if required.</p>	<p>To hold a Degree in Social Work or equivalent.</p> <p>To hold registration with the HCPC.</p>	Application form
Experience	<p>To have expert experience and the ability to lead in working with children and young people with complex challenging behaviour.</p> <p>At least one years' experience in a supervisor capacity.</p> <p>To have experience and ability to lead in working with families and services that provide alternative living or support arrangements in order the young person's permanent plan can be achieved.</p>	<p>Experience of supervising other workers in Children's and young people's care settings</p> <p>Experienced in supporting children and young people in a range of settings.</p>	Application / Interview
Knowledge & Skills	<p>A range of skills and knowledge relevant to working with children and young people in residential care and out in the community.</p> <p>Expert knowledge and understanding of statutory legal framework relating to residential care.</p>	<p>Capability to manage budgets and resources</p> <p>Ability to manage change</p>	Application/ Interview

	<p>Significant knowledge of and understanding of the Children's Homes Regulations, Quality Standards and Ofsted's Inspection Framework for Children's homes and experience of implementing this in practise.</p> <p>To provide effective and robust leadership, supervision and performance appraisal.</p> <p>Understanding and applying theoretical approaches and evidence based practise in service delivery.</p> <p>To be able to create and deliver specific reunification packages designed and reviewed specifically to meet individual needs.</p> <p>To have effective communication and negotiating skills and work in collaboration with others outside of the home</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Honest and good personal integrity</p> <p>Ability and desire to aspire others.</p> <p>To work as part of a team and on your own initiative</p> <p>To be an effective and innovative leader.</p> <p>Highly motivated and committed.</p>		Application / Interview
Other requirements	<p>Flexible and adaptive to the needs of the service, including being available for evening and weekend work as required.</p> <p>The post holder must have the capacity for independent travel.</p> <p>The job involves working directly with children and young people and therefore is subject to an acceptable enhanced DBS check.</p>		

Person Specification dated April 2019

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.