

**Job Description**

**Title:** Deputy Team Leader

**Location:** Gables House, Biddenden, Kent.

**Salary:** £22,414 to £24,188 per annum (Depending on qualifications and experience)

**Context:**

We are committed to creating therapeutic environments where children and young people can have their emotional, physical, educational and social needs met by caring and informed therapeutic staff. We provide an environment where the damage of a young person's past can begin to be addressed.

Our work is grounded in psychodynamic principles. It is the provision of a living setting, underpinned by psychodynamic theory, with its emphasis on the provision of consistent nurturing that can help children and young people, for whom substitute family care is not a viable option. Our belief is that, this way of working can encourage the young person to feel free from the threat of rejection, safe to trust the adults who are caring for them, and be more confident about engaging healthily with the world that they live in.

The psychodynamic underpinning of our work helps us to recognize that the children and young people, with whom we work, have problems that are too complex to provide long term solutions through conventional verbal negotiation. They have missed out on so much in the pre-verbal stage of their lives for this to be possible.

We expect our staff to fully engage in training and support provided to gain understanding of the power of group dynamics.

We provide a programme of regular line management supervision and weekly dynamics groups which are facilitated by clinical consultants. It is our expectation that all matters which directly impact upon the working task, both personal and professional, are appropriately processed within these forums. It is our aim that all staff members are thereby enabled to develop a degree of self-awareness, and of the impact of their own experiences and actions, which will increase the effectiveness of their direct work with the children.

The purpose of Gables House is to provide such an environment where the damage of a child's past can begin to be addressed. Consequently, staff within the home will need to demonstrate a level of commitment to facilitate the therapeutic needs of children in their care.

**Accountability**

Deputy Team Leaders report to the Team Leader and are accountable to the Registered Manager who is also the Director of Gables House.

**Hours of Work**

In order to provide appropriate cover, there is a shift pattern of work. Staff will be required to work some unsociable hours such as bank holidays and weekends. Sleeping-in duties are also required once or twice a week (average 60 per year).

The standard shift times are provided below as a guide only, given the nature of the work a high degree of flexibility is required, particularly with finish time on the late shifts.

Staff have and average two days off per week, and we aim to provide a weekend off every three weeks.

**Responsibilities**

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| * To be well organised, co-ordinated, pro-active when caring for the children both in the home and on external activities. |
| * To adhere to the philosophy of care and work within the guidelines and practice principles identified by Childhood First. |
| * To co-operate with and assist management on all issues pertaining to the therapeutic milieu of the centre. * To deputise for the team leader in planning and running shifts during their absence |
| * To actively participate in the development of the centre’s therapeutic environment and ensure that the highest standards of care prevail for each resident. |
| * To act as a positive role model in all aspects of community life. |
| * To co-ordinate the care of the children and to be emotionally available. |
| * To support the management of a planned environment through appropriate and professional communication with internal and external sources. |
| * To ensure that staff and senior management are fully informed of significant events and communication. |
| * To be available whilst on duty to assist and supervise staff, as well as provide guidance on issues pertaining to the behaviour of the children. |
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| * To carry out administrative tasks as necessary for the smooth running of the centre or as directed by management. |
| * To be prepared to undertake supervision, training and professional developments as offered via management. |
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| * To work within the Children’s Act and Local Safeguarding Children Board Child Protection Procedures. * To observe and ensure that others observe any relevant legislation e.g. Health and Safety, Food Hygiene |
| * To maintain and promote good relationships with other team members, management, external professionals and parents. |
| * To undertake any other duties commensurate with the post or as directed by management. |
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| * To demonstrate through practice, and to promote and support psychodynamic child care within the relevant theoretical framework. |
| * To take on delegated duties and responsibilities corresponding to defined aspects of care |

* To undertake any other duties commensurate with the post as directed by management.

Deputy Team Leaders are expected to attend to the overall task in a thoughtful manner and to contribute to understanding and addressing issues that affect the therapeutic task as a whole.

**Person Specification**

**Title:** Deputy Team Leader

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|  | ESSENTIAL | DESIRABLE |
| Education and Qualifications | Good general education | A higher level qualification in a relevant subject  Level 3 Diploma  First Aid and Basic Food Hygiene certificate |
| Experience | Providing a consistent stable and stimulating environment for children within a workplace environment  Experience shift leading | Residential care work with children |
| Skills and Abilities | Ability to deal with the physical and emotional demands of the work\*  Ability to communicate in an open and positive manner  Ability to form positive relationships  Time management skills |  |
| Knowledge | An understanding of the physical, intellectual, emotional and social needs of children and young people | Children’s developmental needs  Knowledge of relevant legislation |
| Equal opportunities | Committed to anti-discriminatory practice and promoting equal opportunities |  |
| Other | Prepared to undertake training in psychodynamic theory and practice | A driving licence\* (manual car)  Must be at least 21 years old. In order to comply with The National Minimum Standards for Children’s Homes staff who are in management roles |

\* Part of the role of therapeutic staff is taking children to appointments and outings. Reasonable adjustments for disabled applicants will be considered

**Useful information**

This section is for guidance only and is subject to change without notice. It provides information about some of the important terms of employment you may want to consider and well as the benefits package we typically offer.

Hours of work

In order to provide appropriate cover, a shift pattern is worked providing 24 hr care to the children. Staff are required to work some unsociable hours, including bank holidays, weekends and other times of the year including Christmas and New Year.

The average hours are 45 per week plus sleeping in duties once or twice a week. Staff are required to work additional hours when required to meet the needs of the community and will be offered time of in lieu if their hours are higher than an average of 45.

Holidays

The post attracts 40 holiday days in a holiday year (April to March). In the first year holidays are accrued as 1/12 of entitlement for each month worked.

In order to provide stability and predictability for the children holidays are booked in advance for the full holiday year. Holidays are taken in one or two week blocks. Holidays are not approved during key times for the community such over Christmas or during the community holiday. Exceptional cases will be considered by the Director and HR.

Meal breaks

We recognise the therapeutic importance of meal times and therefore the community take their meals together. The meals are nutritious and homely and is provided to staff without charge. As far is reasonable we will take into account dietary requirements.

Pensions

You will be automatically enrolled in to the Childhood First Group Personal

Pension Scheme pension at the minimum employee contribution as set

by legislation or scheme rules (whichever is the higher) when you meet

the criteria set by pension legalisation.

You may increase your pension contribution to any percentage you choose.

The organisation will match your contributions to a maximum of 6%.

Help with health costs

We provide a ‘health cash back scheme’ via an insurance provider. If you occur every day medical costs such as dentist checkups, eye checks, phyiso you can submit receipts to the provider and get some money back. The scheme offers around £60 a year for each of the medical cost types.

Life assurance

We provide a life assurance scheme that provides 3 times your salary should you die to the person/s you nominate.

**Safeguarding Children: Information for employment candidates Safeguarding and Promoting Welfare**

Childhood First is committed at every level to safeguarding and promoting children’s welfare. We take seriously our duty to protect every child from abuse and maltreatment and to prevent impairment of children’s health or development.

The safeguarding and welfare of the children is considered within the context of their relationships with others and from within a culture of listening to, and engaging in dialogue with children and seeking their views about all aspects of their lives and their care

Child Protection is a part of safeguarding and promoting welfare. We understand it as the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm. Children who receive a service from Childhood First have suffered significant harm or have been at risk of doing so and remain vulnerable especially as children who live away from home.

**Working together to Safeguard Children 2015**

All Childhood First policies are written in accordance with the relevant key legislation. The Safeguarding and child protection policies are written with particular reference to Working Together to Safeguard Children 2015. All Directors and senior staff within the organisation are aware of the importance of this document and guided to use it with their staff teams.

**Accountability**

Childhood First has a clear line of accountability in each of its services up to the Director/Registered Manager of the service. Each Director is line managed by the Chief Executive (also the Responsible Individual for the organisation). The Executive is accountable to the Board of Trustees.

Every member of the organisation has a duty to report Safeguarding/Child Protection concerns to their line manager or the community designated safeguarding lead. Immediate steps must be taken to prevent the child from harm or further harm. These should be agreed with the most senior person available. It is the responsibility of the Registered Manager or Responsible Person (or the designated safeguarding lead) to inform statutory agencies who may instigate a Child Protection investigation. This will include the child’s social worker and parents (Where appropriate); the police as necessary; and the Local safeguarding Children Board MASH team within the host authority.

The ongoing systems of training, supervision, and consultancy, in group forums and individual sessions, work together to ensure that all employees of Childhood First are clear about their responsibility to work together to safeguard children. These systems ensure that all remain aware of policy and practice areas which impact on our joint ability to safeguard children. All staff are reminded that they must remain alert to the potential indicators of abuse or neglect and to the risks that individual abusers, or potential abusers, may pose to children this includes other children or young people living in the home and perpetrators external to the home.

**Inter-agency working**

Childhood First is committed to working in partnership with local authorities and other agencies to safeguard and protect children from abuse. Good inter-agency co-operation and communication are the essential bases for carrying out child care and safeguarding children. We co-operate with all statutory and other professional agencies in the spirit of protecting children.

Safeguarding and Child Protection procedures in each place of work are consistent with local policies and agreed with the Local Safeguarding Children Board. The Registered Manager of each facility will ensure that all staff have access to these procedures and are provided with regular Safeguarding/Child Protection training commensurate with their role. All induction training includes Safeguarding.

Events and Notifications under Regulation 30 of Children’s Homes Regulations are sent to Ofsted as well as to the Chief Executive and (Responsible Person) and the organisations designated safeguarding lead.

**Local Children’s Safeguarding Boards**

Local Children’s Safeguarding Boards are the key statutory mechanisms for ensuring safeguarding and protection of children. Their roles include agreeing how relevant organisations (like Local Authorities, providers of residential care like ours) will co-operate to do this and ensuring effectiveness including training and increasing understanding of Safeguarding issues. It is their job to ensure that children and adults know who to contact if they have a concern that a child is being harmed.

**Recruitment and HR procedures**

Childhood First has comprehensive recruitment and selection procedures, as an organisation we follow safer recruitment guidelines to ensure that our children and young people are safeguarded we then provide supervision/ appraisal and continued CPD to ensure all of our staff develop in their roles to provide the high standards of service delivery, disciplinary and whistleblowing procedures which must be complied with at all times.

**Training**

All staff members undertake appropriate Safeguarding training starting at basic induction, and including refresher training at regular intervals. The training includes an awareness regarding CSE and the radicalisation of children and young people, regular refreshers provide a continued update to reflect changes in guidance, policy and legislation.

**Recruitment of Ex-offenders**

1. Childhood First complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. We are committed to the fair treatment of our staff, potential staff or users of our services.
3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
4. Because of the nature of our work Enhanced Disclosure is required for most positions. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered the position.
5. Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be asked to provide details of their criminal record. We request that this information is sent under separate, confidential cover, to a designated person within the Charity, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
6. We will only request information about ‘spent’ convictions from applicants for posts covered by the Rehabilitation of Offenders Act (Exemptions Order 1975).
7. We ensure that everyone who is involved in the selection process has been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
10. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.**

# Disqualification for caring for children regulations 1991

**the children (protection from offenders) (miscellaneous amendments) regulations 1997**

These regulations set out the conditions under which an individual can become disqualified for caring for children. No person disqualified from caring for children is permitted to work with children without written consent from the Secretary of State. In addition to our own checks about whether employees are disqualified we also require a declaration from individuals who are invited for interview that they have not been disqualified.

The conditions which would disqualify an individual include:

* being convicted of or cautioned for certain offences. A list of the offences (known as Schedule 2) is available from Childhood First.
* circumstances where a child of the individual has been the subject of a care order, or where an order has been made to remove a child from the individual’s care or to prevent a child living with the individual
* where an individual has been involved with a home which has been removed from the register, or refused registration
* where an individual has been prohibited from being a private foster parent, has been removed from the register of child minders or day care providers or has had such registration refused