



Job Description & Person Specification

for

THERAPEUTIC DEPUTY HOME MANAGER

Accountable To:

Registered and Therapeutic Home Manager & Senior Management Team

Line Manager:

Therapeutic Home Manager

Hours of Work:

On average 40hrs a week – plus on-call duties
Some weekend and evening work required to be part of routines and co-working with specific staff and covering shifts

ORGANISATIONAL PRIMARY TASK

“We work with children who have been seriously disturbed by early environmental failure to such an extent that their corresponding behaviour is unmanageable in ordinary homes and schools. The task is to provide a highly supervised and planned environment that integrates residential care and education and is underpinned by a rigorous therapeutic model and understanding. The aim is to help children understand the impact of their pasts and corresponding behaviours and feelings. Enabling them to manage healthy relationships, through which they can achieve the trust and self-esteem essential for their eventual reintegration into the community.”

MAIN DUTIES

- To engage in reflective practice and work in accordance with our psychoanalytic and group relations model and integrate this into practice.
- To work in accordance to and to support the Therapeutic Home Manager in ensuring compliance with Amicus Policies and Procedures, the Children’s Homes Regulations (2015) including the Quality Standards, Therapeutic Community Standards and also the Therapeutic Placement Plans for the children.
- To be aware that it is through the children’s direct experiences of relationships with caring consistent and thoughtful adults that they will be able to both change, develop and grow. The task is therefore, as adults, is to actively provide the children with this type of relationship. (Therefore we ask for a commitment of at least 2 years for this role)
- To be interested, responsive and understanding to the children’s behaviours and feelings and work on the basis that behaviour is a communication and will often stem from their previous traumatic experiences. To be inquisitive and reflective around behaviours and where this comes from and be sensitive and supportive to the children in helping them to manage these.
- To ensure the children are appropriately safeguarded, and reporting and recording policies and procedures are fully adhered to.
- To be instrumental in overseeing the development, writing of, reviewing, monitoring and implementation of the children’s Care and Therapeutic Placement Plans, risk assessments and Positive Handling Plans and any other corresponding relevant documents.
- To contribute to ensuring the children make progress in their placement and outcomes for children are clearly communicated and worked with and evidenced
- To ensure recording and evidencing required in role is completed to a high standard in a timely manner and meets regulatory requirements as well as in accordance with our therapeutic model and evidences the good therapeutic practice taking place.

- To work with the Therapeutic Home Manager and staff team to ensure that the admission and leaving of the children to and from the home reflects the ethos of the organisation and the expectations of the children's Therapeutic Placement Plan and that these transitions are carefully planned and thought about.
- To develop and maintain good working relationships with parents, Social Workers, schools, colleagues and other professionals involved with the care of the children.
- To work with the Therapeutic Home Manager in providing the staff team with clear leadership and guidance in their clinical practice and regulatory framework.
- To work with the Therapeutic Home Manager in ensuring that all staff receive regular Supervision, annual appraisal and performance reviews and to monitor staff practice and be involved in performance or disciplinary meetings / hearings where necessary .
- To attend and actively contribute to Line Management Supervision and also individual and Group Clinical Supervision and Process Meetings. To also attend own annual appraisal, performance review and relevant training.
- To participate and support the Therapeutic Home Manager in ensuring staff attend required training and to demonstrate a commitment to personal and professional development through training.
- Contribute to and ensure the maintenance of a high standard of internal staff communication face to face interactions with colleagues and through handovers, regularly checking and completing daily logs, message book and diary.
- To ensure the home is well resourced with appropriate level resources such as; toys, games, books, to facilitate creative activities and play.
- To consider the health and safety of the home – reporting any issues to the maintenance team to ensure good maintenance to the fabric of the home and grounds.
- To be an active member of the Tier 1 On-call team on a rota basis and provide physical support and/ or advice to the staff when required.
- To be part of developing and improving the home and contributing to short-term and long-term home development plans.
- With the support and assistance of the Therapeutic Home Manager, to regularly monitor the paperwork, logs and the environment and to check and review the recording of paperwork and reports and ensure their completion within timescales as required and make management comments were necessary.
- To plan, facilitate and publish the rota under guidance and support of the Therapeutic Home Manager, ensuring that appropriate cover is provided to look after the children and that staff work their contracted hours.
- To lead by example and model to staff in providing the children with consistent, reliable and appropriate adult care and nurture and offer the children a positive, mature adult role model.

- To work with the staff team to facilitate an environment that can provide a feeling of safety, security, belonging and emotional containment and 'holding' for all the children in the homes.
- To develop and use imaginative and creative thinking to enhance both the homes themselves and the children's experiences within them.
- To interact, play with and understand the importance of play to the children
- To assist the staff team on how to plan and lead their shifts and to plan, organise and provide the children with recreational, cultural and sporting activities as well as physical play that is both appropriately child centred and matches the emotional/intellectual development of the children.
- As a last resort, to safely physically manage (training will be given) children who's behaviours put themselves, others or the environment at risk of harm
- To be aware and able to acknowledge and reflect on one's own feelings and responses evoked by the children and accept support and guidance in relation to this and to support staff with their feelings and emotions evoked.
- To ensure the children's medical, visual and dental needs are responded to and they are met appropriately, providing guidance and support to Link Workers where required.
- To ensure the children's nutritional needs and to assist the staff team in the food purchasing and preparation and the organising of creative menus.
- To contribute to domestic tasks essential for the maintenance of a safe, healthy, warm and pleasant living physical environment and home for the children which facilitates our therapeutic milieu and provide guidance to the Housekeeper where required on this.
- To attend and actively contribute to the range of community staff operational and clinical meetings and take a lead as appropriate and as directed by the Therapeutic Home Manager.
- To both contribute to and lead regular group meetings with the children and encourage group working and have an understanding of group dynamics and relations and be inquisitive to learn and develop in this area.
- To contribute to and prepare reports, attend statutory meetings where appropriate and take delegated responsibility for communications with external agencies/parents/carers and present in a professional manner.

The details contained in this Job Description is not an exhaustive list of duties and you will be expected to perform different duties commensurate with the level of the post as required by Amicus and the overall objectives of the organisation. The nature of the work and organisation means that tasks and responsibilities are sometimes unpredictable therefore employees are expected to work flexibly when the occasion arises. Travel is expected as part of this role including travel to other sites and head office within the Amicus Community.

PERSON SPECIFICATION

Specification	Essential	Desirable
Experience	<p>At least two years of childcare experience.</p> <p>Experience of caring for children in a residential setting.</p> <p>Experience of working with physically & emotionally challenging behaviour.</p>	<p>Experience of a management role</p> <p>Supervisory experience</p> <p>Able to demonstrate knowledge of integrating psychoanalytic and group dynamic theories and principles into practice</p> <p>Experience of facilitating groups.</p> <p>Experience of working in a therapeutic setting</p>
Qualifications and Training	<p>Good standard of education to GCSE level or equivalent.</p> <p>Level 3 Diploma in Residential Childcare or equivalent</p> <p>Commitment to undertaking relevant mandatory and therapeutic training relevant to the role</p>	<p>Level 5 Diploma in Leadership and Management in Residential Childcare</p> <p>Educated to degree level</p> <p>Qualifications and/or training in areas related to psychology, child development, psychodynamics theory, attachment theory and group dynamics/relations</p>
Knowledge	<p>Able to demonstrate knowledge of therapeutic community practice, group work and psychoanalytic principles.</p> <p>Interest in wanting to learn about working therapeutically - using psychoanalytical and group relations model which is ingrained in our culture and ethos</p> <p>Willingness to undertake training to expand knowledge in relevant areas (e.g. legislation, working to psychoanalytic and group relations principals).</p> <p>Knowledge and understanding of the Children's Homes Regulations (2015) and Quality Standards and the Children's Act 1989 & 2004</p> <p>Experience with and understanding of the requirement for Ofsted Inspections and the preparations around them.</p>	<p>Able to demonstrate knowledge of child development.</p> <p>To have in depth knowledge of psychoanalytical and group relations theories and concepts and be able to confidently apply to practice and thinking</p> <p>To have some understanding and knowledge of the terms and use of Transference, Projection and Projective Identification</p>

	<p>Able to demonstrate an understanding of equal opportunities and anti -discriminatory practice.</p> <p>Familiar with all aspects of data protection and confidentiality</p> <p>Able to demonstrate good knowledge of child protection and safeguarding and procedures in this area.</p> <p>Knowledge of the support and understanding needed by vulnerable and traumatised children.</p>	
Skills	<p>Able to work within a team and on own initiative.</p> <p>Able to deputise for the Therapeutic Home Manager in their absence</p> <p>Able to work effectively and calmly within stressful situations.</p> <p>Able to communicate effectively with children in a therapeutic environment and build and maintain positive relationships, whilst maintaining appropriate boundaries and sense of relationships often under extreme provocation.</p> <p>Able to communicate effectively with colleagues and other professionals.</p> <p>Able to play and be able to think creatively.</p> <p>Able to demonstrate ability for self-reflection and understanding.</p> <p>Able to maintain firm personal and professional boundaries.</p> <p>Able to carry out physical interventions with children where necessary (Training and support provided)</p> <p>Able to negotiate and compromise</p> <p>To be able to manage and lead in change</p> <p>Able to demonstrate a high standard of written communication and ICT skills including report writing.</p>	<p>Able to demonstrate skills or an interest in activities relevant to post that could be used in the work with children– e.g. arts and crafts, sporting and outdoor activities.</p> <p>To be able to reflect on your own vallances – strengths and weaknesses and ensure they do not hinder your practice and relationships.</p>
Personal Characteristics	<p>To be able to demonstrate coping with emotionally challenging situations and to act</p>	<p>Willingness to attend own psychotherapy</p>

	<p>appropriately under pressure.</p> <p>To be calm and approachable to colleagues</p> <p>To be able to give clear direction & expectations and support staff in the challenges and emotional content of the work.</p> <p>Able to display an authoritative manner</p> <p>Enthusiastic, passionate, reliable and approachable</p>	
Additional Requirements	<p>Able to work some evenings and weekends</p> <p>To be able to offer physical on-call support when required (as part of a rota)</p> <p>Is computer literate and able to use Word, Excel and e-mails</p> <p>To be physically able to undertake all aspects of the role</p> <p>To be committed to the role and be prepared to commit for a minimum for 2 years, to provide stability to the children and their relationships with staff.</p> <p>Must have own car & driving licence and be able to drive to different locations within the area.</p> <p>To be willing to undergo a DBS Disclosure</p>	Able to work overtime if required

All employees are also expected to follow and work towards the Therapeutic Practitioner Competencies Framework within their role. (A copy of this document is supplied within the application pack)

The Amicus Community provides regular support and supervision as well as work related training and development opportunities.

The Amicus Community

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