

St. Joseph's Specialist Trust

Job Profile

Deputy House Manager Residential Care
Working during Term Time and during School Holidays

Name:

Date:

Job Context: St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses (together "St Joseph's"/ the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

Title: Deputy House Manager, Residential Care

Job Purpose: To deputise for the House Manager within a residential group in order to promote effective care and learning for the young people.

Accountable to: House Manager, through the line management structure with overall accountability to Director of Care.

Accountable for: The Residential Care staff within their team.

KEY TASKS

Due to the nature of our environment and the challenges posed by our students, physical and mental resilience is required. This includes the physical agility to move across our large 23 acre site and support children in social, leisure and educational activities offsite.

Leadership Tasks

To deputise for the House Manager in their absence, providing effective leadership.

To deal with difficulties encountered by their particular Care team and to refer to and keep House Manager informed.

To assist the House Manager and participate in the Induction process for care staff.

To assist the House Manager/Director of Care with the organisation of work programmes.

[To be part of the day to day on call team](#)

[To administer medication in line with St Joseph's policies and procedures](#)

To manage staffing resources flexibly and efficiently.

To supervise/support the work of the care team as directed by the House Manager/Director of Care.

To coordinate, attend and where appropriate chair, staff, and student meetings.

To ensure effective supervision and appraisal is carried out.

To contribute to training strategies which reflect the targets and objectives of St Joseph's Specialist Trust Care strategy.

To support with the recruitment and retention of staff.

To maintain confidentiality and observe data protection guidelines.

To control, monitor and be accountable for the budget of the house/group.

To be responsible for creating and maintaining effective communication and liaison with families and external stakeholders.

To attend the House Manager meetings in the absence of the House Manager and contribute to the development of care practice.

To prepare for and participate in the formal process of Inspection.

To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

Main duties and responsibilities

Physical/Emotional/Social Needs of Young People

To be responsible for the emotional, social, physical needs and guidance of the young people within your care and school as a whole.

To be responsible for assessing, monitoring and recording progress of the young people.

To be responsible with the teaching staff, speech therapy team and medical staff for contributions towards student Annual Reviews, and Interim EHCP reviews.

To liaise with teaching and support staff to ensure there is an effective link to provide information about the care needs of each young person.

To read and review regularly all individual risk assessments for young people in your care.

To encourage the development of individual interests and attitudes

Establish and maintain positive trusting relationships that promote a sense of security.

Provide firm, consistent boundaries in respect of their behaviour.

To supervise and assist the young people with their personal care, needs and routines.

To ensure there are planned opportunities for young people to participate in a variety of leisure activities to meet individual needs.

To offer general practical advice to the young people as and when the need arises, providing opportunities for individual personal support.

Ensure medical help is provided in cases of illness and accidents.

Promote the development of a healthy lifestyle.

Assist young people in the development and sustaining of positive social networks.

To organise and participate in group activities and group holidays.

To assist and support young people through the process of leaving care.

Encourage young people to develop their full educational and vocational attainment.

To undertake in planning for and preparation of young people for admission or discharge to and from residential care.

Observe and assess the behaviour of young people.

To encourage choice and active participation in activities within the school and the local community.

Team

To work as a member of the team to ensure the ongoing care, education and therapeutic intervention of young people, to maximise their potential.

To attend and contribute to staff meetings, this involves participation and collaboration with other staff in the provision of care, education and therapies.

To follow policies and procedures for various duties as developed the school and Care team.

To support less experienced staff from time to time as part of their induction in conjunction with St Joseph's Policies and Procedures.

To participate in a rota system and undertake sleep in duties as required.

To cover night shifts in the absence of waking night staff as part of a rota [as necessary](#).

Make positive use of supervision and appraisal by Line Manager.

To show a willingness to undertake training as part of overall continuous professional development.

All care staff are expected to undertake QCF level 3 (funded by St Joseph's) and Deputy House Managers are expected to work towards QCF level 5.

To participate in the administration, recording, storage of drugs and medicines and safekeeping of drug cupboard keys as required in accordance with school policy.

To take responsibility for any young person's health issues and inform the surgery team or senior member of staff on call of any concerns.

To liaise with external agencies as required.

To adhere to Trust policy on Health and Safety and report any concerns.

To contribute to the management of aggressive, obsessive and challenging behaviours in accordance with the Trust's Behaviour Management Policy, the Team Teach Approach and a Risk Assessment for individual young people.

Administrative

To be conversant with the Admissions Policy for placement of young people at the school.

To attend Annual Reviews, "Child in Need", "Looked After" Child Reviews as required.

To arrive at your place of work on time.

To report to the Safeguarding Team or deputies, incidences of suspected abuse and signs of non-accidental injury.

To report and record any incident or accident affecting any young person in the school

To record relevant information in individual young person files.

To assist in maintaining effective liaison with staff colleagues, teachers, support staff, parents and other professional agencies.

Compile reports, including annual reviews, interim reviews, progress reports.

To undertake financial management and recording of day to day petty cash maintenance in accordance with St Joseph's financial procedures.

Professional

To participate in CPD activities, as directed, for school development, care team development and individual professional development.

To use non-contact time constructively.

To maintain good practice and implement changes in accordance with developments in terms of educational thinking and with the school.

To adhere to school policies in respect of Child Care Legislation e.g. The Children's Act and Children's Home ~~Standards and Regulations-~~ [2018](#)

To respect staff confidentiality and the rights of individual young people and staff.

To have a working knowledge of the Trust Equality Policy and be committed to its implementation.

This job profile is drawn up in the light of the following statements.

“The role of Deputy House Manager Residential Care is much valued within St Joseph’s Specialist Trust.

“St Joseph’s Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment”.

Signature:

Deputy House Manager

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Executive Principal

Date:

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