



## 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	
<b>Job Title</b>	Bridges Assistant Home Manager
<b>Service</b>	Children's Services
<b>Team</b>	Children with Disabilities
<b>Location</b>	Bridges
<b>Reports to</b>	Bridges Registered Manager
<b>Worker Style</b>	Fixed Base - Located at a defined Council office/location
<b>Responsible for</b>	Senior Children's Residential Support Workers Children's Residential Support Workers Children's Residential Support Workers - Waking Nights Children's Residential Support Workers - Casuals and Sessional
<b>Grade</b>	9
<b>Contract Type</b>	Fixed term contract one year

Main Accountabilities	
1.	To support the Homes Manager to offer timely responses to referrals and appropriate matching to other young people who use the short breaks service.
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 Quality Standards.
3.	To support the Homes Manager to exceed 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.
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 and the Children's Homes Regulations (2015) England.
6.	Assist in ensuring that staff practice, the building and vehicles used by the service comply with all legislation including Health and Safety, Fire Safety, First Aid, Food hygiene, Manual Handling, Behaviour Management, Infection Control and COSHH. In addition, ensure that children are supported by staff who are competent in all aspects of medication management and clinical procedures (under the agreed Berkshire West NHS Policy).





7.	To take immediate management action when 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.
8.	To assist the Homes Manager in developing and maintaining effective working relationships with local services, partner agencies and the community, e.g., teachers, doctors, psychiatrists, health visitors and police officers, community and voluntary groups. 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 equal opportunities and anti-discriminatory perspective inform 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 other tasks as may be required within the remit and grading of the post.

Person Specification	Essential	Desirable
<b>Education/Qualifications</b>	Professional qualification: Level 3 in Residential Childcare, or equivalent.  Extensive professional work experience in a leadership or management role in a children's residential setting	
<b>Experience</b>	Good experience of residential care at a leadership and managerial level, work with children and their families, demonstrating a clear understanding of the legislative requirements and range of issues that impact on children and young people's lives.  Demonstrable experience of working effectively with children, parents, 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.
<b>Skills/Knowledge</b>	Good leadership and performance skills and the ability to direct and support a team to meet service needs.  Takes ownership of their responsibilities, meets deadlines and understands their accountabilities.	Good budget management skills.





	<p>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.</p> <p>Proficient ICT skills for complex report writing and management information purposes.</p> <p>Carry out all duties with a keen sense of awareness and understanding of the safeguarding requirements within the home.</p> <p>Knowledge of Children Act 1989 &amp; Children's Homes Regulations &amp; good standards of practice.</p> <p>Knowledge of relevant research and up to date practice models of caring for and communicating with children with disabilities. In addition, an understanding of theories around social model of disability, inclusion and independence and an understanding of the impact disability can have on an individual and their family.</p> <p>Problem solving skills and an ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour.</p> <p>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.</p>	<p>A good understanding of both 'strengths based' and 'outcomes focused' work, with a demonstrable knowledge of appropriate and effective evidence-based problem-solving interventions with children, young people and families, and the skills to support staff in developing these where needed.</p> <p>Proven ability in the effective use of care assessment frameworks and tools to produce appropriate, sound, evidence-based care paperwork, identifying strengths and risk, and use these to produce outcomes focused, individualised care plans that are reviewed and updated appropriately, and a clear understanding of how to support staff to do so too</p>
<p><b>Other</b></p>	<p>Will be required to work in stressful situations, manage own stress &amp; that of others.</p> <p>Will be required to be on call for duty as requested.</p> <p>Will be required to work unsociable hours.</p>	<p>Full UK Driving Licence</p>





Purpose Details	
<b>Service Purpose</b>	<p><u>Vision</u></p> <p>Wokingham Borough Council’s aim is to enable our most vulnerable and complex children with disabilities are able remain living with their families and the things they hold dear -family, friends, community, and those who care for them most. To help achieve this Bridges Resource Centre offers short break support to children with disabilities aged 8-17. Bridges is a 5-bedroom OFSTED registered children's home offering short breaks, including overnight care to support families to meet the needs of their child.</p> <p>Bridges ensures that the children &amp; young people using the service have a fun, safe and positive experience. In addition, the service looks to support children to develop independence skills and prepare for adulthood. Children attending Bridges may have complex distressed behaviours and or health needs that can be managed by trained carers under the Clinical Procedures Policy.</p> <p><u>Social Care and Early Help Service Purpose</u></p> <ul style="list-style-type: none"> <li>• Discharge of the statutory function of the Director of Children’s Services, in conjunction with the Lead Member.</li> <li>• Provision of high quality and effective services to children, young people and families.</li> <li>• Provision of effective and high-quality safeguarding services for children and young people at risk of harm.</li> <li>• 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.</li> <li>• Assurance that the council is effective, ambitious, and successful as a Corporate Parent to the children and young people in its care.</li> <li>• Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes.</li> </ul> <p>Delivery of effective and efficient services offering good value for money.</p>
<b>Role Purpose</b>	<ul style="list-style-type: none"> <li>• To support the Homes Manager in their professional responsibilities and tasks for the effective management of the short breaks residential home, and the provision of a professional, child centered service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures.</li> <li>• To assist in the management and oversight of the budget of their children’s home.</li> <li>• 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 short break setting, consistent with their best interests.</li> <li>• To support the Homes Manager with complex issues effectively to develop a responsive and effective service for users, delivered within designated budgets.</li> <li>• To support the Homes Manager in embedding, training, and implementing the chosen therapeutic practice model approach into every aspect of the homes’ management.</li> </ul>





	<ul style="list-style-type: none"> <li>• To assist the manager in working closely with the other Children with Disability teams to develop and maintain the best possible short break options to keep children and young people safe, happy, and close to Wokingham where possible.</li> <li>• To support the manager by assisting with the management of additional services within the Children with Disabilities, Short Breaks service such as Saturday Club. This may be through development of shared policies and procedures, supervision, sharing and deployment of staff, or involvement in wider service developments.</li> </ul>
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Supervision and Relationships	
<b>Supervision Received</b>	Formal monthly supervision with the Bridges Manager.
<b>Supervision Given</b>	<p>To offer formal monthly supervision, regular informal supervision, and accurate electronic system management oversight.</p> <p>To act as line manager for the staff working at Bridges.</p> <p>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.</p> <p>To ensure that staff managed establish and maintain appropriate professional boundaries with colleagues and service users.</p> <p>To promote a culture for staff, care within the context of health and safety legislation, policy, and guidance, ensuring that robust risk assessments are carried out and implemented within all areas of practice.</p> <p>Leadership of a Team with 21 members of permanent staff and sessional workers</p>
<b>Contacts</b>	<p>Working openly with Quality Assurance to ensure good safeguarding standards and high-quality information recording are maintained.</p> <p>Integrated working with CWD services and wider WBC social care teams, Health services, SEND and special schools to ensure a consistent and co-ordinated response that meets each child's individualised care needs.</p> <p>Forming good working relationships with health, education, PJYS and neighbourhood police colleagues to ensure we are meeting the needs of the children and keeping them as safe as possible.</p> <p>Working with private, community and voluntary groups as well as internal colleague and across Education and Health to provide opportunities for children to develop independence skills and learning in preparation for adulthood</p>

Resources/Budget Management
<p>Supporting the Homes Manager 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.</p> <p>This includes all procurement and expenditure and meets all budget requirements.</p>





### Special Requirements

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

Will be required to be on call some weekends on a rota basis, for which additional payment is made.

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	Desirable
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	Wokingham Borough Council's Residential Children's Home (Short Breaks)

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 ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks
As per regulations

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

