



**JOB TITLE:** Deputy Homes Manager

**ACCOUNTABLE TO:** Registered Homes Manager

**Principle duties:**

- To provide support to the Registered Homes Manager (RHM) and deputise in their absence.
- To provide support, advice and guidance to staff with regard to effective daily operations and practice issues as necessary.
- To provide advice, guidance and support to young people and staff in setting and maintaining the boundaries and structures in place and adhering to the organisation's expectations.
- To work in partnership with the education team.
- To work closely with the Positive Behaviour Management Co-ordinator
- To maintain an overview of the staff rota and bring shortfalls to the attention of the RHM
- To be a major contributor to the development and implementation of policy and planning for Donyland Lodge, and to actively support and promote such policies throughout the organisation.
- To actively promote the Charterhouse Standards for therapeutic communities throughout the organisation.
- To provide regular 1:1 supervision to a group of supervisees and be involved in the appraisal of staff.

- To oversee assessments of young people, including Assessment and Action Records, LAC reviews and Pathway Plans, with the support and guidance of the RHM and Senior Teachers.
- To liaise and network with external agencies and the families of young people.
- To be an active participant in the training programme at Donyland Lodge, including input where relevant expertise has been identified.
- To support core teams in undertaking Life Story Work with young people.
- To attend relevant meetings, and, where appropriate, to facilitate meetings.
- To attend young people's review meetings, where appropriate.
- To act as "on call manager" on a rota, providing out of hours support to staff.
- To undertake such additional duties as the RHM may, from time to time, request.
- The ability to work flexibly to meet organisational needs.