



Your job

Job Title: Deputy Manager

Service: Children and Families

Grade: G9

Reporting to: Registered Team Manager

This is an exciting opportunity to join our internal residential service. Are you passionate about making a real difference in the lives of children with Emotional and Behavioural Difficulties (EBD) and mental health challenges? We are seeking a dedicated Deputy Manager to join our dynamic team at our nurturing children's home.

As Deputy Manager, you will play a pivotal role in supporting the Registered Manager in the day-to-day operations of the home, ensuring the highest standards of care and support for our children. You will lead by example, providing guidance and support to our team of dedicated care staff, while actively participating in the care and development of the children.

You will assist the Manager in the overall management of the home, including staff supervision, budget management, and compliance with regulatory standards.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

- You will support the registered manager in the recruitment new residential staff.
- Provide direct support and guidance to staff in the delivery of individualised care plans, tailored to meet the complex needs of each child.
- Foster a positive and nurturing environment where children feel safe, valued, and supported in their personal growth and development.
- Collaborate with external agencies, families, and other professionals to ensure the holistic well-being of each child.
- Maintain accurate records and documentation in line with regulatory requirements.
- Practice trauma informed care.
- Provide practical and emotional support to children and young people with EBD and mental health challenges.
- Create, review, and update individual care plans, risk assessments and behaviour support plans tailored to meet the specific needs and goals of each child.
- Support children in developing essential life skills, such as personal hygiene, cooking, and budgeting.
- Encourage positive behaviour and social interaction, using appropriate strategies to manage challenging behaviour.
- Build positive relationships with children, promoting their self-esteem, confidence, and resilience.
- Contribute to and create a warm, caring and nurturing environment.
- Work within a Multi-Disciplinary Team with a range of professionals supporting children and their families.

- Develop an understanding of, and strive for, excellent practice in line with standards, regulations, and the Ofsted framework.
- Promote contact with the child's birth family and others through supervising and / or transporting children to contact in conjunction with the child's care plan.
- Complete reports and fulfil expectations of the home in terms of record keeping, administration, and finance and maintain files to the service's standards. This will include accurate written records of the work undertaken with young people and their families and recorded on electronic systems as appropriate.
- Support our young people to have varied experiences, to promote positive outcomes and have **FUN**.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- A relentless passion and professional curiosity with the ability to work with vulnerable young people. You will be flexible, dynamic, persistent, and resilient and operate within a defined culture and intervention practice model and adopt a solution focussed and restorative approach.
- 2 years' experience of working in a residential setting and /or with young people and their families.
- 2 years' experience of working with young people with complex and challenging behaviours.
- Childcare qualification level 3 or equivalent.
- Good numeracy and literacy skills including effective recording and report writing skills.
- Ability to demonstrate good childcare practice in your own direct work/interventions.
- Ability to demonstrate good IT skills.
- Desire to pursue continual professional development.

- Knowledge of policy, regulations and law relating to the care of children and young people including Safeguarding and Child Protection.
- Liaise effectively with other agencies, professionals, families, and young people.
- Able to demonstrate risk management and assessment skills.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”