

Job Description

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| Role | Deputy Team Leader, Merrywood House |
| Directorate | Residential Services |
| Reports to | Team Leader |
| Direct reports | Therapeutic Care Workers |
| Key relationships | Team Leaders, Deputy Team Leaders and Therapeutic Care Workers |

Purpose

The Deputy Team Leader supports the Team Leader in maintaining a therapeutic environment within Merrywood House, promoting the emotional, physical, and developmental wellbeing of each child and young person.

The role contributes to the day-to-day operation of the home, including supporting the planning and running of shifts, supervising Therapeutic Care Workers, and ensuring that practice reflects Childhood First's Integrated Systemic Therapy (iST) model.

Working collaboratively with senior managers, clinical staff, and external professionals, the Deputy Team Leader supports the coordination of care plans and interventions, promoting consistent, reflective, and high-quality practice. The post holder acts as a positive role model, fostering a culture of professionalism, learning, and emotional containment to achieve the best outcomes for children and young people.

Key Responsibilities

- To be well organised, co-ordinated and pro-active when caring for the children both in the home and on external activities.
- To adhere to the philosophy of care and work within the guidelines and practice principles identified by Childhood First.
- To co-operate with and assist management on all issues pertaining to the therapeutic milieu of the centre.
- To deputise for the team leader in planning and running shifts during their absence.
- To actively participate in the development of the centre's therapeutic environment and ensure that the highest standards of care prevail for each resident.
- To act as a positive role model in all aspects of community life.
- To co-ordinate the care of the children and to be emotionally available.

- To support the management of a planned environment through appropriate and professional communication with internal and external sources.
- To ensure that staff and senior management are fully informed of significant events and communication.
- To be available whilst on duty to assist and supervise staff, as well as provide guidance on issues pertaining to the behaviour of the children.
- To carry out administrative tasks as necessary for the smooth running of the centre or as directed by management.
- To be prepared to undertake supervision, training and professional developments as offered via management.
- To work within the Children's Act and Norfolk Safeguarding Children Board Child Protection Procedures.
- To observe and ensure that others observe any relevant legislation e.g. Health and Safety, Food Hygiene.
- To maintain and promote good relationships with other team members, management, external professionals and parents.
- To undertake any other duties commensurate with the post or as directed by management.
- To demonstrate through practice, and to promote and support psychodynamic child care within the relevant theoretical framework.
- To take on delegated duties and responsibilities corresponding to defined aspects of care.
- To undertake any other duties commensurate with the post as directed by management.

Deputy Team Leaders are expected to attend to the overall task in a thoughtful manner and to contribute to understanding and addressing issues that affect the therapeutic task as a whole.

Other

- Participate in all Team business and dynamics meetings.
- Maintain own continual professional development, professional registration and refresher training.
- Adhere and uphold to Childhood First's policies and procedures, good professional conduct and demonstrate a commitment to the vision, mission and values of Childhood First.
- Actively participate in the overall management and development of Childhood First through team, service and organisation wide meetings.

This job description is not exhaustive but simply a guide to the level and range of responsibilities the post holder will be expected to undertake. Childhood First retains the right to update this job description at any time to meet organisational requirements.

Person Specification: Deputy Team Leader

Education and Qualifications

| Requirement | Essential | Desirable |
|--|------------------|------------------|
| Good general education | X | |
| A higher level qualification in a relevant subject | | X |
| Level 3 Diploma | X | |
| First Aid and Basic Food Hygiene certificate | | X |

Experience

| Requirement | Essential | Desirable |
|---|------------------|------------------|
| Provide a consistent stable and stimulating environment for children within a workplace environment | X | |
| Residential care work with children | | X |
| Experience shift leading | | X |

Knowledge and Skills

| Requirement | Essential | Desirable |
|---|------------------|------------------|
| Ability to deal with the physical and emotional demands of the work | X | |
| Ability to communicate in an open and positive manner | X | |
| Ability to form positive relationships | X | |
| Time management skills | X | |
| An understanding of the physical, intellectual, emotional and social needs of children and young person | X | |
| Children's developmental needs | | X |
| Knowledge of relevant legislation | | X |

Other

| Requirement | Essential | Desirable |
|--|------------------|------------------|
| Demonstrate a commitment to equal opportunity and anti-discriminatory practice. | X | |
| Prepared to undertake training in psychodynamic theory and practice | X | |
| Must be at least 21 years old. In order to comply with The National Minimum Standards for Children's Homes staff who are in management roles | X | |
| A driving licence | X | |