

Unit 3, Craig Court  
Standish Street  
St Helens  
Merseyside  
WA10 1GJ

Tel: 01744 661201

Dear Sir/Madam

Please find enclosed an employment information pack as requested.

Please ensure that you complete the application form fully as any incomplete / unsatisfactory applications will not be considered for short listing. In particular you are advised to ensure that any gaps in previous employment are fully explained and that a full employment history is provided. In completing the Personal / Additional Information Statement you are advised to refer to the Person Specification enclosed within the pack.

In this pack you will find a:

- Company Statement
- Safeguarding Statement
- Self-disclosure form.
- An outline of the selection process.
- Person Specification and Job Description
- A Safer Recruitment Application form.

Please ensure that you read and complete each of the documents and return promptly to Inspire Childrens Services at the above address.

Alternatively, you may wish to email your documents to [recruitment@inspirecs.org](mailto:recruitment@inspirecs.org)

Yours Faithfully

**Paul Keogh**  
**Principal Director**

## **Company Statement**

Founded in 2009, Inspire has quickly established itself as a quality provider of specialist residential care, education and support for young people with complex needs. We operate throughout the North-West of England, working in partnership with Local Authorities and other professionals; we provide flexible care and education packages to facilitate the support of children, young people and their families in a dignified and respectful manner, which is the cornerstone of our service delivery. Our single and dual placement homes are OFSTED registered and provide a warm, comfortable and stable family orientated environment essential for young people aged 8-18 years. Our Independent School is registered with the Department for Education, and offers tailored learning packages for children with complex educational needs. Our homes and school are staffed with experienced social care professionals and teachers, all equipped with the skills necessary to ensure that young people can flourish in our care.

### **Our Principles:**

- The welfare of any young person is paramount;
- We contribute to young people's care, learning, development and safeguarding and this is reflected in every aspect of our practice and service provision;
- Staff will work with parents and families who are partners in the care, learning, development and safeguarding of their children, recognising they are often a young person's first and most enduring carers and educators.

### **Our Values:**

- We prioritise the welfare of the young person as paramount;
- Individuality, diversity and difference are valued and celebrated and permeate our entire service provision;
- Diversity, Equality of opportunity and anti-discriminatory practice are actively promoted within all aspects of the organisation's practice;
- We actively promote the health and well-being of each young person;
- At Inspire young people have their personal and physical safety safeguarded, whilst allowing for risk and challenge as appropriate to the capabilities of the individual;
- Self-esteem and resilience are recognised as essential to every young person's development;
- Confidentiality and agreements about confidential information are respected as appropriate unless a young person's protection and well-being are at stake;
- Professional knowledge, skills and values are shared appropriately at Inspire in order to enrich the experience of the individual more widely;
- Best practice requires a continuous search for improvement and self-awareness of how our staff are perceived by others;
- We value our staff and ensure we invest in their training and developmental needs to ensure that they deliver the best possible service to young people in our care.

**Paul Keogh**  
**Principal Director**

## **Safeguarding Statement**

“The harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...” (‘Recruiting Safely – Safer Recruitment Guidance helping to Keep Children & Young People Safe’ CWDC 2009).

In conjunction with this statement, Inspire Childrens Services is continuously and proactively vigilant in deterring any individual with insidious intentions, seeking work with vulnerable children and young people in our care. Our policies, procedures, systems and practices promotes high level vigilance to safeguard against those who would seek to abuse and exploit children and young people. This process begins from the outset through our recruitment process and stresses the Organisations explicit approach to safeguarding children through our ‘safer recruitment’ process.

Whilst ‘safeguarding’ is a key element within the Safe Recruitment process, the issue is prevalent throughout every aspect of our services and is embedded within the following Procedures and Polices.

**Whistleblowing Policy.** From the outset, we ensure that all staff are fully committed to raising concerns about fellow colleagues if they have any concerns about their behaviour - including suspicious behaviour towards a child / young person that could be deemed abusive.

**Safeguarding Policy.** The Senior Management team have extensive experience as Practitioners in Child Protection and Safeguarding Children. The Safeguarding Policy covers a wide range of factors about child abuse, the behaviour patterns of abusers, and robust procedures for reporting suspected child abuse to the relevant authorities including the Police.

**Equality & Diversity Policy.** Equality Diversity Policies underline the principle for individuals to be treated with dignity and respect at all times. To this end the right to protection from all forms of intended harm is paramount.

**Internet Policy.** Inspire has robust and rigorous policies to ensure that internet technology is not illicitly usurped for the purposes of abusive behaviour in any form. This includes using technology for downloading illicit, sexualised, violent and abusive information or images.

**Programme of induction and training for staff.** Staff Induction programme underpins the Organisations responsibilities to Safeguard Children and introduces the relevant Policies and Procedures.

**Code of professional conduct for staff.** Staff are provided with details of the Health Care Professions Council (HCPC) which underpins the Governing Bodies principles and values for Social Care Professionals including the embodiment of Safe-guarding issues in practice.

**Supervision of newly appointed staff.** All new staff will receive monthly supervision where 'Safeguarding' is a standing item on the agenda.

**A Designated Person for Safeguarding.** Inspire has appointed a 'Designated Officer' who has specific responsibilities for Safeguarding issues including Policy review, Training and Internal Investigations review and monitoring.

**Appropriate arrangements for dealing with allegations of misconduct.** Inspire's Disciplinary Policy is unambiguous concerning action to be taken concerning abusive behaviour towards children. Suspicion of abuse will be immediately reported to the Police and Local Authority, OFSTED and Independent Safeguarding Authority (ISA). In the event of any abusive behaviour being upheld staff will be subject to instant dismissal, criminal conviction and potential registration with the ISA or newly formed Disclosure and Barring Service (DBS).

**A Route into LSCB approved Safeguarding Training.** Safeguarding Training will be subject to recommendations from the Local Safeguarding Children's Board.

In conclusion, Inspire Childrens Services are absolutely determined to deter and expose those individuals who seek to gain employment as 'carers' as a vehicle to abuse vulnerable young people.

Above all, the protection and safeguarding of children is our paramount concern, and any form of ill treatment towards children will be dealt with severely.

**Paul Keogh**  
**Principal Director**

## Selection Process

Dear Candidate

Thank you for your application for a position with Inspire Children Services. Please note that for all permanent and 'bank' staff posts the selection process comprises of the following elements:

- 1) An appraisal of completed written application against the relevant Job Description & Person Specification. **It is therefore vital that you fully complete all sections of the application form as fully as possible and refer to the Job Description & Person Specification for the post applied for.** Failure to do so could result in your application being rejected from the outset.
- 2) It is also vital you complete the previous work / employment history and explain any gaps in your employment. Failure to complete this section of the application form will result in your application being rejected.
- 3) If you are successfully shortlisted Inspire will take up to 3 references – one of which must be provided by your previous employer. References will be taken up directly by ourselves in a standard proforma.
- 4) Prior to your interview you will be asked to complete a short written exercise which is based upon the relevant Post. This exercise will be assessed and contribute to the overall decision of the panel.
- 5) There is an interview comprising of questions which are relevant to the Post. This will be conducted by a panel of (usually) 2 Senior Staff members. The interview will generally last no more than 45 minutes. **Again it is vital that you prepare for the interview by examining the Job Description & Person Specification as the questions asked will be in relation to the requirements set out in both documents.**
- 6) There are also questions devised by Young People who have / are being looked after by Inspire. This is likely to be in the form of a question or be part of the written exercise.
- 7) For Senior posts involving Deputy Managers / Registered Managers and Service Managers a further exercise by way of a Presentation will be required. Details of the presentation will be required in advance of the interview.
- 8) After the interview you will have an opportunity to ask any questions about the post or otherwise.
- 9) The panel will discuss your interview and appraise your written exercise as soon as possible and will refer to their notes to assist them in this process.
- 10) Inspire has registered with the Disclosure & Barring Service and a check will be conducted via this service concerning a search for any previous criminal convictions or cautions that may have been recorded about you. It is important that you declare any convictions or cautions on the Self Disclosure Form when you return your application form. **Failure to declare any previous convictions / cautions will result in your application being rejected.**

- 11) A member of the Panel will endeavour to notify you of the outcome of your interview within 72 hours. Any outcome will be subject however to checks including satisfactory references (if these have not been received) and a satisfactory DBS check.
- 12) The terms and conditions of the post will be sent to you following completion of ALL documentation. Any enquiries concerning the pay, terms of employment and conditions can be obtained from the Office Manager on Tel: 08450 740475
- 13) A contract of employment will be issued prior to commencement of agreed start date. This must be signed – a copy of which will remain on file and a copy to be retained by you.

**Paul Keogh**  
**Principal Director**

## Job Description

**Job Title:** Deputy Manager

**Salary Scale:** Points 22-29, £10.92 – £12.75 per hour, plus Night Time Allowance (sleep in payment) @ £62.50

**Overall Purpose:** To assist the Registered Manager in ensuring all responsibilities of Designated Inspire Childrens Services Residential Homes are met.

**Responsible to:** Registered Manager

**Reports To:** Registered Manager

1. Behave in a professional manner at all times with sensitivity, dignity and respect towards Y/P's, staff and other professionals.
2. In conjunction with the Registered Manager & QA Manager, ensure the highest standards of care and support is evidenced at all times through internal quality assurance processes, Regulation 33 / 34 inspections, OFSTED inspections and Local Authority Compliance visits.
3. Assist Y/P's to realise their full potential in terms of the 5 outcomes of Every Child Matters (2004 C.A.) & Help Children Achieve More initiatives
4. Implement individual and team learning and development plans in conjunction with professional and organisational requirements
5. In conjunction with Registered Manager ensure all policies and procedures are fully implemented.
6. Contribute to the monitoring, evaluation and review of policies and procedures as required.
7. Provide and / or ensure supervision and appraisals are conducted to organisational standards and requirements in conjunction with Registered Manager
8. Work with Registered Manager at appropriate intervals to monitor and address staff performance via the performance management process.

9. Assist in the management and be directly accountable for an allocated weekly budget
10. Assist in the implementation of all designated areas of the children's care plan in accordance with LAC or other reviews.
11. Assist the Registered Manager in chairing regular team meetings on rotational basis
12. Assist the RM in ensuring team performance and service reviews are held when required.
13. Ensure the health and safety of all Y/P's, staff and visitors to the home by conducting and responding to regular hazard and risk assessments including Regulation 34 and Schedule 6. (Care Standards Act 2001)
14. Ensure Health & Safety at work is maintained in accordance with Health & Safety Legislation
15. Be responsible and accountable for prescribed and non-prescribed medication in accordance with requirements directed by GP / Health Practitioner
16. Conduct and / or ensure risk assessments are carried out in respect of any activity undertaken by the young person or staff in relation to their duties.
17. Ensure that all records are properly monitored and maintained in conjunction with organisational requirements, data protection, freedom of information, human rights legislation and regulation.
18. Ensure that confidentiality is maintained at all times in accordance with organisational policies in respect of young people and staff
19. Check and monitor all staff recording in relation to daily tasks, housekeeping and health and hygiene
20. Attend or designate attendance to appropriate staff members for the attendance at all relevant Y/P care planning, reviews and meetings.



21. Promote equality at all times in respect of all care standards, values, practice, behaviour and performance.
22. Partake in selection and recruitment process under direction of Human Resources.
23. Assist Human Resources in conducting staff disciplinary and grievance issues and address poor performance.
24. Ensure all administrative duties and tasks are completed according to legal and organisational requirements.
25. Take responsibility in partnership with the Registered Managers for own learning and developmental needs and ensure implementation of own Individual Development Plan.
26. Attend supervision / consultation sessions on an agreed basis with Registered Manager.
27. Ensure preparation for internal and external audit and inspection is completed within relevant time scales.
28. Utilise own transport (car driver) in order to transport/support young people to and from family contact, school, health appointments etc.
29. Attend Residential Management meetings and contribute to the strategic planning, review and development of the organisation
30. Provide out of hours cover on a rota basis to offer appropriate management support as necessary
31. Deputise for the Registered Manager in their absence and carry out all other duties as deemed necessary to ensure the highest standards of care at all times.

**Prepared by: HR Consultant Director**

**Reviewed on: October 2018**

**Important Note.**

The work of Inspire Childrens Services is both varied and challenging which results in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description. Additional duties will most likely be required to cover unforeseen circumstances or changes in work that maintain staff activity and quality of service provision.

Inspire Childrens Services requires a commitment from all staff to promote quality, equality and diversity.

This post is subject to a satisfactory enhanced criminal records bureau check.

## Person Specification

### Deputy Manager

	<u>Essential</u>	<u>Desirable</u>	<u>Where assessed</u>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Genuine commitment to the welfare of Looked After children.</li> <li>• Committed to Anti-Oppressive practice and equality</li> <li>• Honesty, Tolerance, Trustworthy, Patience, Flexibility.</li> <li>• Interest in the development of other workers</li> </ul>		Application Form Interview
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• NVQ level 3 in Caring for Children and Young People or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Dip SW, NVQ Assessors Award A1 / (D32/D33)</li> <li>• Health &amp; Safety Training</li> <li>• First Aid Training</li> <li>• NVQ 4 Management / QCF Management Level 5</li> </ul>	Application Form Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Children Act 1989/2004 and Every Child Matters &amp; 5 outcomes, Quality Standards.</li> <li>• Knowledge of Working Together 2012</li> <li>• <u>Children's Homes Regulations 2001</u> – Amended 2011</li> <li>• Care Standards Act 2000</li> <li>• A sound knowledge and understanding of areas relating to Safeguarding &amp; Child Sexual Exploitation</li> <li>• Human Rights Act 2000</li> <li>• Equality Act 2010</li> <li>• Data Protection Act 1998</li> <li>• Health &amp; Safety at Work Act 1974</li> <li>• Knowledge of child</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing knowledge of legislation</li> </ul>	Application Form Interview

	<ul style="list-style-type: none"> <li>development &amp; attachment</li> <li>• Good range of knowledge of issues relating to young people with complex needs including mental health</li> <li>• Knowledge of Regulatory procedures</li> </ul>		
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Four years residential care experience</li> <li>• Experience of working with staff in a supervisory capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in other settings.</li> <li>• Experience in chairing professionals meetings.</li> </ul>	Application Form Interview Written exercise
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Flexibility to respond to the needs of the unit and young people.</li> <li>• Excellent written and communication skills</li> <li>• Ability to motivate, supervise, appraise staff and ensure that training and development needs are met</li> <li>• Excellent interpersonal skills</li> <li>• Ability to complete risk assessments &amp; Placement Plans in residential and community settings</li> <li>• Excellent report writing and organisational skills</li> <li>• Multi-disciplinary approach to meeting clinical, physical and emotional needs.</li> <li>• Car driver (with own transport)</li> </ul>		Application Form Interview
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Committed to professional development &amp; learning opportunities</li> <li>• Committed to the professional development &amp; learning of others</li> </ul>		Application Form Interview