



# Happy Valley Residence Candidate Recruitment Pack

**Job Role:  
Deputy Manager**

*Empowering young minds for bright beginnings.*

# Advert

**Deputy Manager**  
**Type of Contract - Permanent**  
**36 hours per week**  
**Salary: £30,000 - £34,000 per annum**

Happy Valley Residence is a newly established residential home, based on the outskirts of Telford.

Our home will support young people aged between 11-18 years and provides living accommodation for providing up to 3 service users at any one-time. Our purpose is to offer a wealth of opportunities to enjoy different experiences, develop confidence, independence and social/emotional skills.

The purpose of this role is to support the Registered Manager in the effective and efficient day-to-day running of the children's home. This includes staffing, budgeting, safeguarding and compliance. The successful candidate will provide direct supervision and support to senior staff and support workers. This role also involves maintaining professional relationships with social workers, education providers, CAMHS and other multi-agency professionals.

Further information, please see the job description and person specification.

Happy Valley Residence is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Happy Valley Residence are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

**Application closing date:** 7th September 2025

**Interview date:** TBC

**How to apply:** Please complete an application form and return to <mailto:HR@happyvalleyresidence.com> by the closing date

*Empowering young minds for bright beginnings.*

# About Us

At Happy Valley Residence, we are dedicated to making a positive impact on every child's life. Our mission is to help young people grow, achieve their best, and be happy.

Our committed staff work hard every day to make a difference, no matter how big or small. Our team members are kind and caring, and they understand the importance of creating a family-like environment in our homes. We laugh together, celebrate successes, and support each other through challenges. Our young people know they can count on us through both the good times and the tough ones.

We support young people in understanding and coping with the effects of past trauma and abuse. We also help them build resilience and life skills to prepare for returning home, moving into foster care, or living independently as adults.

Our goal is to empower young people to take control of their lives and make positive choices for their future. We believe that engaging in enjoyable activities helps them stay on the right path and avoid negative behaviours.

We encourage all young people to explore their hobbies and interests, helping them connect with positive, age-appropriate social groups and make new friends—because everyone needs a friend!

In our homes, we focus on building strong, trusting relationships with young people. We work together to help them live happy, fulfilling lives, boosting their confidence and independence so they can thrive as they transition into adulthood.

## OUR VISION

- **Great Care** – Giving every child the best support to help them grow and succeed.
- **Building Future Leaders** – Helping our staff learn and become the care leaders of tomorrow.
- **Supporting Young People** – Encouraging each child to find their strengths and follow their dreams.
- **Creating Happy Homes** – Providing safe, cosy places where children feel welcome and cared for.
- **Always Improving** – Working hard to make children's care better every day.

*Empowering young minds for bright beginnings.*

# Job Description

<b>Job Title:</b>	Deputy Manager
<b>Responsible to:</b>	Registered Manager
<b>Main purpose of role:</b>	To support the Registered Manager in the effective and efficient day-to-day running of the children's home. The Deputy Manager will ensure the delivery of high-quality care that promotes safety, well-being, development, and independence for all children and young people, in line with the Children's Homes Regulations 2015 and Quality Standards.

## **Main Duties and Responsibilities:**

### **Leadership and Management**

- Assist the Registered Manager in all aspects of managing the home, including staffing, budgeting, safeguarding, and compliance.
- Deputise in the absence of the Registered Manager.
- Provide direct supervision and support to senior staff and support workers.
- Lead by example to promote a positive, child-centred culture within the home.
- Support with recruitment, onboarding, and staff training.

### **Child-Centred Care**

- Ensure each child has a tailored care plan that reflects their needs, risks, and aspirations.
- Promote therapeutic, trauma-informed, and emotionally intelligent approaches to care.
- Monitor the emotional, physical, and educational development of children and respond effectively to any concerns.

### **Safeguarding and Child Protection**

- Act as Designated Safeguarding Lead (DSL) or Deputy DSL.
- Ensure safeguarding policies are understood and followed by all staff.
- Maintain accurate and detailed records, ensuring timely responses to incidents and referrals.
- Ensure compliance with Ofsted expectations and prepare for inspections.

### **Operational and Administration**

- Assist in the management of rotas, budgets, audits, and house maintenance.
- Contribute to strategic planning and continuous service improvement.
- Ensure staff adhere to policies and legislation including GDPR, health & safety, and equality & diversity.

*Empowering young minds for bright beginnings.*

**Liaison and Communication:**

- Maintain professional relationships with social workers, education providers, CAMHS, and other multi-agency professionals.
- Attend and contribute to planning meetings, reviews, and case conferences.
- Actively involve children in decision-making and house meetings.

## Person Specification

	Essential	Desirable
<b>QUALIFICATIONS</b>		
NVQ/QCF Level 3 in Residential Childcare (or equivalent)	X	
Safeguarding training	X	
Level 5 Diploma in Leadership and management (or working towards)		X
First Aid, MAPA/ Team Teach training		X
<b>EXPERIENCE</b>		
Minimum 2 years' experience working in residential childcare	X	
Experience supporting children with EBD, trauma, or SEN	X	
Supervisory management experience in a children's home		X
<b>KNOWLEDGE</b>		
Children's Homes Regulations 2015 and Quality Standards	X	
Safeguarding and child protection protocols	X	
Working knowledge of Ofsted Inspection framework		X
Understanding of therapeutic and trauma-informed models		X
<b>SKILLS AND COMPETENCIES</b>		
Strong leadership and decision-making abilities	X	
Excellent written and verbal communication	X	

*Empowering young minds for bright beginnings.*

Ability to manage rotas, shift cover, and staffing levels	X	
Ability to deliver staff training and team development		X
Skilled in conflict resolution and behaviour management		X
<b>OTHER REQUIREMENTS</b>		
Enhanced DBS check (or willingness to undergo one)	X	
Full UK driving licence (depending on location)	X	
Flexibility to work unsociable hours	X	

*Empowering young minds for bright beginnings.*