Job Description – Deputy Director of Children's Services

Department:	Children's Services	**Reporting to: Accountable to:**	Director of Children's Services

Purpose of the Post:

The Deputy Director of Children's Services will support the strategic leadership and operational oversight for our children's services provision, spanning specialist autism schools, residential children's homes, family support hubs, parent workshops and Neurohubs.

A core requirement of this role is to register and act as the Responsible Individual (RI) for our children's home(s), ensuring regulatory compliance with Ofsted standards. You will champion a culture of high ambition, neurodiversity focussed practice, and Positive Behavioural Support (PBS); embedding proactive, data-driven, and person centred strategies across all children's settings to eliminate restrictive practices and improve quality of life for all the young people in our services.

Duties and Responsibilities:

To complete a range of duties in support of the Director of Children's Services.

Strategic Leadership & Governance

1. Deputise for the Director of Children's Services across the work of the directorate.
2. Drive quality assurance frameworks across children's services, ensuring high-quality, safe, and innovative practice.
3. Embed a robust PBS culture that prioritises pupil/resident, reduces restrictive practices, and focuses on constructive skills development.
4. Manage budgets, as delegated, ensuring financial sustainability, cost-efficiency, and effective resource allocation.

Responsible Individual (RI) Duties (Residential Care)

5. Maintain legal accountability as the registered Responsible Individual with Ofsted for all children's homes and lead in the growth of that provision.
6. Oversee compliance with the Children's Homes (England) Regulations 2015, Quality Standards, and current Restraint and Restrictive Practice reduction guidelines as defined by AEM and Ofsted.
7. Supervise and support Registered Manager(s), overseeing rigorous Regulation 40 reporting, 44 and 45 reviews to ensure service excellence and quality of PBS practice.
8. Manage safeguarding incidents, serving as a senior escalation point and collaborating closely with Local Authority Designated Officers (LADO) and qualifying as a Designated Safeguarding Lead if not already so qualified.

Educational & Community

9. Support Headteachers in maintaining outstanding educational standards, ensuring PBS plans are seamlessly integrated into Education, Health and Care Plans (EHCPs).
10. Assist in leading and growing, as required, the family support hubs, parent workshops and Neurohubs empowering parents, carers, and support networks for families.
11. Promote multidisciplinary working, ensuring the work of the PBS team and sharing of good practice is consistent across all areas of responsibility.

Partnerships & Stakeholder Management

12. Build constructive relationships with the officers of placing local authorities and their commissioners to secure placements and funding.
13. Advocate for autistic children at appropriate fora, influencing policy and demonstrating our success in PBS led care.

Equal Opportunities Statement

Autism East Midlands has a strong commitment to working towards the achievement of equality and opportunity in both service delivery and employment. Autism East Midlands' mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement Autism East Midlands' Equal Opportunities Policies.

The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the Organisation.

Person Specification – Deputy Director of Children's Services

Personal Skills / Characteristics	Criteria	Method of Assessing
1. Experience		Application Form/ Interview/ Certificates
Proven leadership experience within children's residential services, specialist education, or broader children's services ideally across two or more of these.	E	
An understanding of autism, learning disabilities, sensory processing needs, and the application of PBS in complex settings.	E	
Track record as a Registered Manager or Responsible Individual with a history of achieving "Good" or "Outstanding" Ofsted ratings.	D	
Experience of balancing different and conflicting priorities.	E	
Ability to work accurately, with attention to detail; record keeping, data input, regular report writing etc	E	
Training in and experience of being a Designated Safeguarding Lead (DSL) or a willingness to gain a DSL qualification within 6 months of commencing the post.	E	
A good knowledge of all relevant legislation in their area of expertise and a willingness to understand and learn that of other sectors.	E	
Audit of processes, procedures and policies and implementing change	E	
Successful track record of achieving against agreed targets.	E	
2. Qualifications and Training		
Degree level education or equivalent in Social Work, Education, Social Care Management, or a related field	E	
Formal qualification in Positive Behavioural Support (PBS), such as a BILD-accredited credential or a postgraduate certificate/diploma in PBS	D	
Level 5 Diploma in Leadership and Management for Residential Childcare, or equivalent higher management qualification	D	
3. Special Skills and Knowledge		
Empathetic and collaborative leader capable of inspiring multidisciplinary teams to adopt positive, proactive approaches.	E	

Exceptional crisis management skills with a calm, analytical approach to safeguarding and behavioural challenges.	E	
Experience in handling complex local authority commissioning processes.	D	
Experience of working collaboratively with the team and stakeholders.	E	
An ability to communicate clearly and concisely verbally and in written formats with strong relationship building skills.	E	
Ability to work on own initiative with minimal supervision, but also as a team member	E	

D = Desirable
E = Essential

The postholder will be required to undergo and obtain a satisfactory Enhanced Disclosure and Barring Services check.

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short-listing stage.

Short listing will solely be from the completed application form only, against the criteria marked "**S**", therefore you **must** ensure these areas have been demonstrated on the application form. It is not sufficient to state, for example, *"I have knowledge of domestic skills"*. Please refer to 'Guidance Notes – Employment Application Form'.

SHORT LISTING PANEL:

KEY:	AF = Application Form		CQ = Qualification Certificate		I = Interview	S = Short listing
1.		**2.**		**3.**	Interview Offered: YES ❑ NO ❑	