



Join us to help improve the lives of disabled children and their families by becoming our next Deputy Manager – Holiday Support

Job Title: Deputy Manager Holiday Support

Hours: 30 hours per week (Mon-Thurs, must be available to work every school holiday period except Christmas)

Location: Edinburgh

Salary: £27,162 (annual full-time equivalent: £33,500)

JOB PURPOSE

The Yard offers play and short break services for children and young people with additional support needs and their families, both at our adventure play centres and through outreach in our communities. We design our services to support the whole family, building communities of support through our welcoming culture of inclusion. The Yard runs services for early years, schools, and families, holiday and youth clubs. In addition to play and family support, we offer expert training on play, inclusion, and disability.

The role of Deputy Manager is to support our established Holiday Support service that provides holiday care for children with complex care needs in Edinburgh. This service runs during school holiday periods (Monday – Thursday) providing care for children aged 5-18 years. This role requires a unique set of skills, qualifications and experience that evidence delivering high quality care for children within a service regulated by the Care Inspectorate.

Due the part-time nature of the delivery of this service, the role will also encompass improvement activities across The Yard as a whole.

ORGANISATIONAL STRUCTURE

Reports to the Children's Service Manager and Deputises for the Children Service Manager in their absence

KEY RESPONSIBILITIES

- To support the Children Services Manager in leading in the day-to-day operations of the Holiday Support service, ensuring excellent management and delivery of service, using a child-centred approach.
- To provide effective support and direction to a team of support workers through motivation, supervision, and feedback
- To liaise with the parents and carers of children and young people, schools and external professionals to effectively coordinate the care of the children and young people.
- Develop, maintain and review Personal Support Plans for each child supported by the service.
- Support the delivery of service in line with standards set by regulatory bodies (Care Inspectorate and SSSC)
- To support the engagement of children in creative play and the management of suitable activity plans for the different ages/stages of development and interests of children
- Support the Children Services Manager to ensure compliance across the service and ensure

Scotland Yard Adventure Centre (known as The Yard) is a registered Scottish Charity SC002538 and Private Limited Company registered in Scotland 101671.

the team receive training and guidance appropriate to their role.

- Effectively maintain a high degree of confidentiality in accordance with the Data Protection Act and GDPR legislation in respect to staff, children/families and activities
- Any other duties that may be required of the role.
- During term-time this post will involve additional duties in the delivery of our core services.

Implicit in this job description is the Scottish Social Service Council Code of Practice. This is to:

- Protect and promote the rights and interest of individuals and carers.
- Build and maintain the trust and confidence of individuals and carers.
- Recognise that individuals have the right to take risks and will work with them to understand and manage those risks.
- Be accountable for the quality of your work and take responsibility for maintaining and improving your knowledge and skills.
- Uphold public trust and confidence.

AUTHORITIES AND LIMITATIONS

Delegated authority as appropriate by the Children's Services Manager

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES

Essential qualities and experience:

- Hold a childcare qualification at SCQF Level 7 appropriate to SSSC registration as a Practitioner in a children's service.
- Supervisory experience to include direct staff supervision, development and implementation of rotas
- Knowledge and experience of facilitating indoor and outdoor play opportunities and environments and leading recreational activities
- Excellent communication skills, both written and verbal
- Experience of working with children and young people with a range of disabilities
- Excellent organisational skills and administrative abilities

Desirable qualities and experience:

- Leadership skills and team building capacity
- Previous experience of improvement work within a childcare setting
- Fully competent in MS Office
- First Aid at Work Certificate
- Clean Driving Licence
- Experience of Moving and Handling, delivering personal care and supporting complex medical needs.