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| **Start Well Centre**  **Job Description** | **Wigan Council colour logo (45mm)** |

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| **Post title:** | Start Well Manager |
| **Post number:** |  |
| **Job purpose:** | In partnership with multi agency teams and within the principles of ‘The Deal’ the Start Well Manager will lead the Start Well Centre service offer to improve school readiness for the children within the Start Well footprint.  The Start Well Manager will :   1. Strategically lead the delivery of the Start Well Offer across the footprint of the Start Well Centre working alongside children and families, partner agencies and the community in order to enable access to a range of universal Start Well services and targeted Start Well services to those families in most need of support through the community hub approach. 2. To be the designated, lead officer for safeguarding for the Start Well centre. 3. To assess the needs of the children and families within the Start Well footprint and plan services to meet needs accordingly. 4. To work with multi agency partners and the community to grow service provision in order to build resilient communities. 5. To ensure appropriate governance systems of the Start Well Centre are in place in line with Sure Start Children’s centre statutory guidance and to further develop parent and community representation on the advisory board and associated working groups 6. To adopt an asset based approach and engage in ‘new conversations’ in order to build a positive relationship with children and families. Workers will develop action plans alongside families and coach, challenge and support them to achieve their goals by building resilience within families and communities |
| **Reporting to:** | Head teacher Start Well Lead – (Name of Start Well Centre and lead school to be inserted) |
| **Responsible for:** | Senior Start Well Worker, Start Well Worker Team |
| **Liaising with:** | Children and families, People Services colleagues, Health and Social Care Professionals, Early Years Provision and Gateway, Schools, Parents / Carers and other stakeholders including the Voluntary, Community and Private Sector, Learning providers, Police and Fire Service. |
| **Hours of work:** | 37 Hours |
| **Grade of post:** | G9 |
| Current base: |  |
| Disclosure level: | Enhanced |

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| **Duties and Responsibilities** |

* To oversee implementation of strategy development for the Start Well Offer to children and families.
* To oversee the day to day operational management of the Start Well Centre.
* To interpret the data analysis for the Start Well Centre footprint and plan services accordingly to meet need.
* With the leadership support from the Start Well Centre Lead be responsible for the delivery of the core purpose for Children’s centres (Start Well centres) and the centres self-evaluation, centre improvement plan and overall Start Well offer.
* To participate with the Start Well Centre Lead in the annual conversation to support and improve the children’s centre performance management framework outcomes and the future outcomes of Ofsted Inspections; subject to statute
* Build new partnerships with multi agency partners, key groups/community across the start well centre footprint to enhance the offer to children and families.
* To undertake responsibility for the monitoring of any key performance indicators set as part of the Start Well centre service specification requirements
* To provide reports to the locality advisory board as and when requested on progress in relation to the Start Well Offer.
* Ensure the relevant policies and procedures are in place for the Start Well centre that comply with all requirements under the Children’s Centre Inspection Framework and that they are regularly reviewed and updated in line with national and local policy changes.
* To monitor the centre budget accordingly in partnership with the Start Well Centre Lead and designated business manager or bursar in order that financial resources are deployed effectively and to meet need.
* In partnership with the qualified teacher for the Start Well Centre provide a quality assurance role for services delivered through the Start Well Centre and to ensure all relevant commissioning processes are followed when micro commissioning services from the wider community.
* To effectively line manage the Senior Start Well worker and other appropriate staff for the Start Well centre (children’s centre) to ensure the strategic development of services for children, young people and their families.
* Participate in the staff development and supervision process of the Start well centre.
* To develop the capacity of staff within the Start Well Centre including volunteers.
* To ensure appropriate staff development systems are in place for all Start Well Centre staff.
* To demonstrate Wigan’s workforce behaviours and attitudes; be positive, be prepared to work differently and be personally accountable for results.
* Work outside ‘normal working hours’ in order to support Start Well Workers working alongside children and families at a time that meets their needs
* To participate in the recruitment process of staff.
* To provide management support to Start Well workers who are working alongside children and families, for whom they are the agreed identified key worker/Lead Professional, who are providing support according to the family’s needs.
* Make best use of community assets to help to achieve long term change for children and families, where it is safe to do so. Utilise community assets as part of a ‘step down’ from a more targeted offer.
* Ensure the exchange of relevant information between providers of support takes place by delivering within the Early Help framework; make sure the family, children and young people are fully engaged in the process.
* Promote the active involvement of children, parents/carers in service planning, design delivery and commissioning of Start Well services, gathering their ‘voice’ throughout.
* Support and empower partners to deliver Early Help at level 1, ensuring that children and families are supported before needs escalate.
* Be aware of and respond to any new developments with regard to services promoting early intervention, prevention, learning and development for children, young people and their families as part of an integrated offer.
* Contribute to the promotion of the Start Well delivery model, and partner services to families and individuals within the geographical area.
* Manage own time effectively.
* Actively promote equality of opportunity and anti-discriminatory practice in all aspects of professional behaviour.
* Contribute to the continuous improvement of the Start Well Centre by complying with all policies and procedures and by active participation in service planning, design and working groups.
* Operate in a non-judgemental, non-prejudicial and affirming manner at all times and to comply with Wigan Safeguarding Children’s Board policy and practice.
* Actively promote children’s rights and in particular, the United Nations Convention on the Rights of the Child

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| **Other Specific Duties** |
| **Data Protection:**  The council holds information about service users, local residents, elected members and employees, amongst others. Everyone who works for or represents the council must protect the personal data that they use, and be aware of their obligations. The use of personal data must be fair, legal and proportionate.  All staff must undergo mandatory data protection training applicable to their job role. |
| **Safety Training:**  To undertake all appropriate health and safety training specific to your service area.  To effectively and proactively implement health and safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties. |
| This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title. |

Updated: (date)

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| **Start Well Centre**  **Person Specification / Selection Criteria** | Wigan Council colour logo (45mm) |

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| Post title: | Start Well Manager |
| Post number: |  |

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| **A. Experience** | **Essential** | **Desirable** | **Source**  A = Application  I = Interview  R = References  T = Task/Observation  P = Presentation |
| Experience of working with children and families in a paid or unpaid capacity in fieldwork, health, youth, community or education settings. | E |  | A,I |
| A proven track record of achieving outcomes by working alongside children and families. | E |  | A, I, |
| Experience of working with Families, Children and Young people with complex needs. | E |  | A,I |
| Relevant supervisory and management experience. | E |  | A,I |
| Proven experience of partnership and multi-agency working in an integrated leadership role. | E |  | A,I |
| Experience of working with head teachers, governors and other partners | E |  | A,I |
| Experience of providing training to groups | E |  | A,I |
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| **B.Training and Qualifications** | **Essential** | **Desirable** | **Source** |
| The post holder should be qualified in one of the caring professions at degree equivalent or NVQ Level 4 with experience of working with children and families. | E |  | A,I |
| Additional training in safeguarding, family and parenting support, health and education. | E |  | A, I |
| Willingness to complete relevant training to support service delivery. | E |  | A,I |

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

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| **C.Knowledge and Understanding** | **Essential** | **Desirable** | **Source** |
| An understanding of the benefits to practicing in an asset based approach. | E |  | A,I |
| Sound knowledge and understanding of the national priorities, legislation and statutory guidance relating to Sure Start Children’s centres. | E |  | A,I |
| An understanding of, and commitment to, anti-oppressive practice, diversity and anti discriminatory practice | E |  | A,I |
| Knowledge of the Early Help framework and / or specialist assessment processes. | E |  | A,I |
| Knowledge of child development and attachment. | E |  | A,I |
| Working knowledge of safeguarding procedures, and local multi agency guidelines on child protection. A good understanding of WSCB priorities. | E |  | A,I |
| Knowledge of evidenced based practice | E |  | A,I |
| Awareness of the potential barriers to learning by children and young people and potential strategies to address them. | E |  | A, I |
| Understanding of data protection and information sharing | E |  | A, I |

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

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| **D. Personal Skills, Abilities and Competencies** | **Essential** | **Desirable** | **Source** |
| A collaborator, able to build relationships and engender trust to achieve outcomes through building rapport, confidence and motivation. | E |  | A,I |
| An excellent listener, non judgemental and able to demonstrate empathy and understanding | E |  | A,I |
| A team worker, with the ability to develop and operate well within team relationships across professional boundaries | E |  | A,I |
| Demonstrates empathy with the needs of individuals but persistence, assertion and challenge in working to enable change. | E |  | A,I |
| Demonstrates perseverance, determination, dedication, resilience, tenacity, is adaptable, innovative, practical and creative. | E |  | A,I |
| Highly developed communication, interpersonal, engagement and written skills | E |  | A,I |
| Hold a current driving license or can demonstrate the ability to travel as required using own or public transport in the most effective manner. | E |  | A,I |
| Is reflective in practice, drawing on support from peers to ensure a continued commitment to demonstrating the expected behaviours of a key worker. | E |  | A,I |
| Ability to connect children and families to community assets, to help them to participate positively in their communities. | E |  | A,I |
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Date: December 2015