

JOB DESCRIPTION

Post: Better Start Area Manager

Grade: PO6

Reporting to: Executive Head Teacher

Responsible for: **Better Start Staff Team (Better Start, Early Years and Family Practitioners, Administration: 6-10 FTE)**

Delivering high quality, integrated services for children aged 0-5 and their families

Main Purpose:

- To provide vision, direction and leadership to motivate multi-professional teams to deliver high quality services that make a measurable positive difference to children and their families.
- Be responsible for a group of 3 children's centres covering a Better Start area ensuring services are planned strategically across the whole reach area in conjunction with the Lead Provider, health and education services.
- Be the strategic lead for the Better Start area in supporting the borough-wide coordination, monitoring and evaluation of centrally commissioned services ensuring that these are delivered in a complementary way across the reach area.

Main responsibilities:

Leadership and Management

1. To lead close, collaborative working with key stakeholders, including the Local Authority, to ensure that the children's centres within the partnership deliver the core purpose: to improve child development, school readiness, health and well-being and parenting aspirations and skills.
2. To build active strategic partnerships across the borough which develop best practice ideas and innovations that benefit the whole Better Start area.
3. To lead, manage and support senior staff ensuring regular supervision, appraisal, case-reflection and performance management is in place.
4. To ensure the Better Start Team takes an evidenced based approach to interventions, including the Family Partnership Model and Triple P Parenting programmes.
5. To ensure that the children's centres within the area improve outcomes for young children and their families and reduce inequalities, particularly for those families in greatest need of support.
6. To work in accordance with the SEND Code of Practice actively promoting inclusive practice, setting the ethos and approach to children with additional needs.

7. To ensure the Children's Centre team are trained and proficient in the early identification of additional needs, including speech and language difficulties, and understand how to best help families, including referral to specialist health services.
8. Support the Better Start Services Deputy Manager's leadership of family support interventions, ensuring that services are evaluated and performance managed and that outcomes are clearly captured and documented meeting Ofsted, local authority, DfE and the Governing Body requirements.
9. To work with the Early Years Services Deputy Manager to ensure that the children's centres offer accessible high quality early childhood services and that local families and communities have a say in how they are run.
10. To be accountable for the development, promotion and marketing of a range of activities, including adult and family learning, training and employment, parenting health and family support activities delivered at the centres to the local community.
11. To keep informed of local and national developments, Early Years policies, legislation and statutory guidance relating to children's centres, and translate this into strategy and policy for the area.
12. Develop, foster and sustain a learning culture that enables children, parents/carers and practitioners to engage in learning and develop as successful, enthusiastic and independent learners.
13. Responsible for development of a rich, stimulating and inclusive learning environment throughout the centres, which offers children and parents learning experiences that meet diverse and additional needs.
14. Lead responsibility for child protection, promotion of safeguarding, inclusion and welfare of all service users embedding best practice into policy, information sharing procedures and staff management.
15. Responsible for driving high quality, comprehensive, evidence-based interventions with families with complex needs, in order to reduce inequalities, build on strengths and improve outcomes.
16. Ensure that the Better Start area team works effectively and in an integrated way with other services such as Early Help, Social Care and Health Professionals.

Performance Management

17. Disseminate good practice and encourage the development of an innovative approach to service design across the area's children's centres to ensure all provision is of high quality.
18. To write, implement and review an annual development plan which is aligned with key partner's strategic priorities and involves the CC team in identifying gaps and planning services.

19. Use data and other relevant information to guide the development and delivery of services that meet community requirements taking into account SEND needs within the local area.
20. Monitor and evaluate the services delivered at the centres in order to meet local and national priorities, statutory requirements and promote continuous improvement.
21. Responsible for ensuring that registration at the children's centres is promoted and that all data entered on the EIS system is accurate and up to date; this includes all casework notes and contact information.
22. Develop and maintain high quality recruitment, induction, supervision and appraisal processes that link to the programme's training and development plan.
23. Lead, manage and support staff to meet service and professional development needs ensuring regular supervision and appraisal is in place for all team members.
24. Provide management and leadership support to staff across the Better Start area.
25. Work in conjunction with the Lead Provider finance team and children's Centre Leadership team to plan, forecast, monitor and account for funding within the children's centre budgets, taking responsibility for designated budget areas as agreed with the Lead Provider.

General requirements

26. Observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of centre staff and users
27. Be responsible where necessary, for the maintenance, security and effective supervision of the centres' buildings, their contents and of the grounds, with the aid of external contracts, where appropriate
28. Safeguarding: To remain vigilant and do everything possible to protect children, families and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Lead Provider Headteacher any incident of this nature you witness, hear about or suspect.
29. Have lead responsibility for safeguarding children and ensuring the implementation of child protection procedures at the children's centres, within the partnership, including ensuring the maintaining of the single centre record of the staff working at the centre, resulting in the centres being safe places for children and families to spend time in and services that are provided through them are safe.
30. Take an active part, where appropriate, in any pilots, projects or pieces of work/research in order to develop, progress and review the service.
31. To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
32. To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.
33. When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

34. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
35. Work flexibly as required by the needs of the service, including occasional evening and weekend working
36. To carry out as and when required, any additional tasks and responsibilities are reasonably compatible with this job description and its contents.
37. The role of Better Start Area Manager is part of the wider senior leadership team within the Nursery School Federation, and as such the post holder will contribute to the wider delivery of outstanding early years provision, while also representing the children's centres as part of the governing body.
38. Centres will be open for a minimum of 48 weeks of the year, therefore the Better Start Area Manager must ensure that the buildings are fully operational and appropriately staffed at all times

Person Specification: Better Start Area Manager

Shortlisting Criteria: in your written application, you will need to give evidence or examples of your proven experience in each of the criteria marked E = Essential.

Interview Scheme for Applicants with Disabilities: if you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with ✓✓ = Essential on the personal specification when you complete the application form.

		Shortlisting Criteria
Key Knowledge	<ol style="list-style-type: none"> 1. Educated to degree level or equivalent with evidence of continuing professional development 2. Detailed knowledge of statutory frameworks relevant to early years and children's centre services including Ofsted and the Early Years Foundation Stage 3. Knowledge and understanding of the purpose of performance management and evaluation of services 4. Working knowledge of the Childcare Act 2006 and other legislation and national initiatives relevant to children and young peoples' services 5. Knowledge and understanding of integrated working practices and the range of services and agencies to involve 6. Sound knowledge and understanding of the issues surrounding poverty, social mobility, health, early years education and children's centres 	<p>E ✓✓</p> <p>E ✓✓</p> <p>E ✓✓</p> <p>E ✓✓</p> <p>E ✓✓</p> <p>E ✓✓</p>
Key Experience	<ol style="list-style-type: none"> 7. A proven track record of success in a senior leadership role including the planning, development, management and evaluation of services 8. Substantial experience of the development and delivery of multi-agency services to children and families with a focus on the most vulnerable 9. Demonstrable ability to establish and sustain a broad range of partnerships and engage with parents through effective communication and collaborative skills 	<p>E ✓✓</p> <p>E ✓✓</p> <p>E ✓✓</p>

	<p>10. Ability to set clear direction in an organisation including objectives, responsibilities and accountabilities</p> <p>11. Ability to develop staff at all levels of the organisation to achieve a working culture that reflects equality of opportunity, cultural diversity and a desire to deliver high quality services</p> <p>12. Experience of strategic financial planning, budgetary management and achievement of best value</p> <p>13. Experience of using data to performance manage services and demonstrate outcomes</p> <p>14. Ability to communicate effectively across a range of media including the ability to present information to different audiences in an engaging manner</p>	<p>E✓✓</p> <p>E✓✓</p> <p>E✓✓</p> <p>E✓✓</p> <p>E✓✓</p>
Key Behaviours		
Focuses on people	<ul style="list-style-type: none"> Engages with and listens to team members and stakeholders in order to understand their needs and concerns and respond appropriately Empowers and supports teams and stakeholders to make informed choices and co-design future services Establishes and maintains effective working relationships with partners and parents Leads staff development through supervision and appraisal ensuring people feel valued and supported Develops an active listening and learning culture with staff teams where everyone's contribution is valued 	E ✓✓
Takes ownership	<ul style="list-style-type: none"> Being accountable and responsible always doing what you say you will do Ensures teams are fully aware of strategic priorities and why their contribution is important to achieving these Is credible and trustworthy ensuring mistakes become learning opportunities Raises the confidence of teams enabling self-belief to take on challenging tasks and knotty problems 	E ✓✓
Works collaboratively	<ul style="list-style-type: none"> Works effectively and inclusively with a range of people both within and outside the organisation 	E ✓✓

	<ul style="list-style-type: none"> • Promotes a team ethos across organisational boundaries • Solicits the involvement of others and readily shares own experience and expertise • Identifies and preempts any potential sources of conflict, ensuring continued collaboration 	
Communicates effectively	<ul style="list-style-type: none"> • Tailors communications to appeal to, include and engage different audiences • Recognises good practice and achievements and feeds back to teams and stakeholders • Offers professional, up-to-date views, opinions and advice to leaders, managers, staff and peers • Shows courage and confidence to speak skilfully, challenging others when necessary 	E ✓✓
Focuses on results	<ul style="list-style-type: none"> • Delivers personally and through others by setting clear goals and targets, monitoring progress and holding people to account • Demonstrates determination, resourcefulness and purpose to deliver the best results for the organisation and its people • Creates and drives delivery of clear project plans for multiple projects in the short to medium term • Motivates, influences and inspires others to achieve the best they can for children and families 	E ✓✓