



## Job Description – Term Time ONLY Post

<b>Job Title:</b> Deputy Children’s Centre Manager / Senior Practitioner	<b>Service Area:</b> Early Start Group Ltd – Best Start in Life	
<b>Directorate:</b> Early Start Group Ltd	<b>Post Number:</b> On appointment	<b>Evaluation Number:</b> NA
<b>Grade:</b> SO2 30,324.00 to 31,998 pro rata	<b>Date last updated:</b> January 2018	

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

### Core Purpose of Job

To deliver front-line services and lead, by example a team of two Early Year’s Practitioners.  
 To Work in partnership with the Best Start in Life children centre manager for the area,  
 To improve outcomes for young children and their families, with a particular focus on the most disadvantaged families, in order to reduce inequalities in:

- Child Development and School Readiness.
- Parenting Aspirations, Self esteem and Parenting Skills.
- Child and Family Health and Life Chances.

### Job Context

1. The post holder is accountable to the nominated senior manager for Early Start and for working in partnership with the lead provider
2. The post holder has responsibility for the day to day administration and management of a range of early education and learning activities, including implementation of relevant policies and procedures.
3. The post holder has responsibility for liaison with partners for the use / identification of sites/venues, ordering of goods and services to enable service delivery.
4. The post holder has a responsibility for implementing the agreed policies and procedures
5. The post holder is responsible for the collation of impact data from sessions and activities.



6. The post holder is responsible for the line management of two Early Years Practitioners.
7. The post holder will be required to work evenings, weekends and public holidays, in order to meet the needs of service users and stakeholders.

### **Key Tasks and Accountabilities:**

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

1. Working with the Lead providers' nominated manager, ensure the effective delivery of high quality, child and family friendly services, to set targets and standards.
2. Working with the Lead providers' nominated manager, deploy personnel and resources to maximise reach, quality and impact.
3. Working with the Lead providers' nominated manager, to plan, provide, monitor and deliver services and activities within the framework, vision, strategy and core values of Early Start, the Best Start in Life Guarantee and Children's Centre delivery plan
4. To manage a small team of staff to ensure that delivery, quality and impact meets targets.
5. Working with the Lead providers' nominated manager to offer a quality assurance and mentoring cycle to the wider Best Start in Life children centre team.
6. To deputise for the lead providers' nominated manager to provide leadership and support during identified periods of time as agreed with the children's centre manager.
7. To lead, develop and deliver specific pieces of project work as identified by the lead providers' nominated manager
8. To directly deliver a range of front line services including workshops and universal groups in the family home and in groups as identified.
9. To procure goods and resources for activities following the process of the lead provider to enable service delivery.
10. Organise age appropriate equipment and resources for on-site activities and services and ensure that risk assessments are completed routinely and kept up to date/reviewed.
11. Working with the Lead providers' nominated manager, to ensure the organisation of venue space, activity listings and promotion of activities.
12. Deploy an effective outreach/engagement strategy to meet reach and impact targets in partnership with the lead provider.



13. Implement the Early Start quality assurance systems; ensuring sessions are planned, delivered and monitored in line with the units framework.
14. To be responsible for the collation and monitoring of relevant data to track performance; reach, quality and impact.
15. To maintain standard procedures for the team, under the direction of the senior manager and in partnership with the lead provider.
16. To assist the lead provider as required in the completion, monitoring and review of the self evaluation framework, delivery/development plan.
17. To monitor and review the performance of the Early Start practitioners, ensuring that the senior manager and the lead provider is advised of any significant variation in performance of the team.
18. To link closely with other Early Start areas and other locality based staff, as appropriate, to provide a joined up business approach across Early Start Services.
19. To undertake appropriate training and development agreed with senior manager.
20. To ensure that agreed targets are met, in line with Performance Management arrangements and that staff are supervised and appraised on a regular basis.
21. To respond positively to new and alternative systems or services.
22. To maintain confidentiality and observe data protection and associated statutory guidelines where appropriate.
23. To adhere and implement all safeguarding policies and procedures as agreed by the lead provider.
24. Other duties as required commensurate with grade.



**Personal Specification – Term Time ONLY Post**

<b>Job Title:</b> Deputy Children’s Centre Manager / Senior Practitioner		<b>Service Area:</b> Early Start Group Ltd – Best Start in Life	
<b>Directorate:</b> Early Start Group Ltd		<b>Post Number:</b> On appointment	<b>Evaluation Number:</b> NA
<b>Grade:</b> SO2 30,324.00 to 31,998 pro rata		<b>Date last updated:</b> January 2018	
<b>IMPORTANT INFORMATION FOR APPLICANTS</b>			
<p>The criteria listed in this Person Specification are all essential to the job unless marked with * for desirable.</p> <p>Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.</p>			
<b>CRITERIA</b>			
<b>KNOWLEDGE:</b>			
<ul style="list-style-type: none"> <li>Understanding of health and safety requirements, safeguarding procedures and childcare registration</li> <li>Understanding of the legislative Children’s Centres Ofsted inspection framework. and Newham Council’s Resilience Agenda.</li> </ul>		Application Form/Interview	
		Application Form/Interview	
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>Relevant childcare qualifications (minimum of level 3 childcare or equivalent).</li> <li>Training / accreditation in an evidenced based parenting programme*</li> </ul>		Application Form	
		Application Form	
<b>EXPERIENCE</b>			
<ul style="list-style-type: none"> <li>Experience of successfully supervising and/or administering similar service delivery for children and families.</li> <li>Experience of data monitoring, review, analysis and quality checking.</li> <li>Experience of successful staff management including dealing with and implementing change.</li> <li>Experience of delivering evidenced based parenting programmes and or parent partnership work*</li> </ul>		Application Form/Interview	
		Application Form/Interview	
		Application Form/Interview	
		Application Form/Interview	

<ul style="list-style-type: none"> <li>Monitoring and reviewing services in line with expressed user needs.</li> <li>Successful partnership working.</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>Excellent communication skills including the ability to empathise establish trust and build rapport.</li> <li>Excellent organisational skills.</li> <li>Ability to work collaboratively, on own initiative and under direction.</li> <li>Able to carry out the effective supervision and management of staff.</li> <li>Ability to successfully develop the utilisation of resources.</li> <li>Well developed oral and written communication skills to match style, language and tone to specific audiences.</li> <li>Appropriate IT and database skills including the production of communications and reports for a varied audience.</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p>
<p><b>PERSONALSTYLE &amp; BEHAVIOUR</b></p> <ul style="list-style-type: none"> <li>Willingness to work flexibly and collaboratively as required to meet changing service needs.</li> <li>Self-starter with good motivation to complete tasks.</li> <li>Integrity to offer high quality, value for money services.</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>This post is subject to a DBS enhanced disclosure.</li> </ul>	<p>Satisfactory clearance at conditional offer stage</p>