



LONDON BOROUGH OF MERTON

Children, Schools and Families DEPARTMENT

JOB DESCRIPTION

POST TITLE: Team Manager Children's Centres

Grade: MGB

DIVISION/SECTION: Early Years, Childcare and Children's Centre Service,

Location: Various – borough wide

Responsible to: Service Manager

Responsible for: Staff – up to 30 (approximately) located in 10 buildings across the borough

Working with a range of partners (early years providers statutory partners including health, schools, Adult education/JCP, CVS)
Budget – £1.5 million -

All facilities and building management - Buildings – various across the borough (7)

Delivery and facilitation of 0-5s services for 0-5s population (significant number of families)

Post number:
Dec 2016)

Date: June 2014 (minor amends

1. MAIN PURPOSE

1. To provide the vision, direction and leadership vital to the delivery of the directly managed services, securing at least good in Ofsted inspections and ensuring that the statutory guidance requirements and core purpose of Children's Centres and related evidence based practice and services are embedded across the borough's direct services (and linked Children's Centres)
2. To lead on the development and day to day operation of the:
 - Local Authority directly managed Children's Centres

- Delegated school based Children's Centres buildings , taking the lead role in partnership and service development with Head Teachers as agreed
3. To manage significant human, infrastructure, buildings/facilities and financial resources efficiently and effectively ensuring value for money and evidence based practice in the provision of educational, social and health outcomes for children and families.
 4. To deliver the direct services in accordance with the agreed service specification ensuring all targets and outcomes are delivered and that services can clearly evident the impact of the centres work, improving the outcomes (with partners) of children under 5 and reducing inequalities – through good quality Children's Centres and good quality programmes underpinned by EYFS
 5. To be accountable to the Local Advisory Board, reporting to and working with the Advisory Board on a regular basis in accordance with the Local Authority reporting framework and procedures
 6. To work as part of the Early Years, Childcare and Children's Centre service senior leadership team in the delivery of a range of early childhood services, pilots and projects to improve the well-being of young children and reduce inequalities between them

2. Main Duties and Responsibilities

Service delivery

1. To ensure full compliance of the work delivered in centres and local communities so that they are of high quality , represent value for money and have high take up by the community ensuring that priority and target groups are accessing services and targets can be met
2. To ensure that families are able to access the range of early childhood services they need, working in an integrated way with other services to share information appropriately and identify and support families in greatest need
3. To ensure that the full range of services that contribute to improving outcomes for vulnerable children are focused on: child development and school readiness and child and family health and life chances
4. To prepare for Ofsted inspections for Children's Centres , ensuring that all evidence is in place, documentation is up to date and that the direct services can achieve at least a good in Ofsted inspections with an embedded ambition for outstanding
5. To ensure that all children are supported within the Merton Well Being Framework , that there is clarity of referral for assessment, action planning and outcomes for children that are clearly documented and

that any case work/child recording meets the quality assurance and audit requirements as part of the service specification

6. To be responsible for promoting and safeguarding the welfare of children and young people. Ensure that all staff are familiar with the work of the Merton LSCB Safeguarding Children's Board procedures.
7. Ensure that a high priority is given to the management of health and safety and that legal responsibilities are adhered to, so ensuring appropriate risk assessment and action; and that all requirements of the EYFS, health and safety and relevant legislation is adhered to at all times
8. To support the a continuous cycle of user participation and user voice with children, families, stakeholders and the local community to ensure responsive services that meet the changing needs of demography.
9. Work in collaboration with other senior managers to develop Children's Centre Services as professional learning communities, to share and disseminate best practice through professional development opportunities in collaboration and in partnership with the range of early years providers

Monitoring and Inspection requirements (continuous improvement)

10. To be responsible for ensuring data quality and the integrity of management information through the timely, appropriate use and safekeeping of data and recording systems both manual and computerised.
11. To ensure that the use of data is fully maximised and analysed to inform service priorities, changes and delivery in order to meet identified need

Service development

12. To develop, strengthen and co-ordinate links with inter-agency services such as schools, health, social services, job centre plus and other children's centres and voluntary groups in order to facilitate a co-ordinated approach to core service provision in the community and to enable easy access for families to the services
13. To establish and maintain communication forums with members of the community and other stakeholders in order to obtain regular feedback about the Centres' provision and to enable all groups to contribute to the on-going development of the Centres including parental participation at the Local Advisory Boards.

Staff Management

14. Responsible for the overall management and day to day provision of the range of services, which includes recruitment, appraisal, discipline procedures and all other HR responsibilities

Buildings and facilities

To take the lead for the safe management and day to day operations of children centre buildings ensuring full health and safety requirements are met and that there is a team of staff to provide full caretaking and facilities services

3. GENERAL – Senior Managers (ME 11 and above)

1. To ensure all services are delivered within the parameters and desired outcomes for the Council's priorities and key performance indicators. This includes embedding the LEAN processes and Information Boards into every day working practices.
2. Lead and develop strong, forward thinking partnership arrangements with external bodies from the public and private sector locally, regionally and nationally to engage others in supporting, improving and sustaining inclusive quality early years and childcare practice which impacts positively for young children and families, targeting resources as identified
3. To line manage staff including overseeing recruitment, induction support and supervision and appraisal. (where appropriate).
4. To manage budgets and resources in line with financial regulations, finance policies and procedures ensuring value for money and securing efficient and cost effective use of all resources
5. To effectively monitor, evaluate and review service information/data, and service user feedback to improve and inform service delivery and priorities
6. To work in a systematic and process driven way, ensuring opportunities for self serve/channel shift and efficiency of resources
7. To carry out duties and responsibilities in accordance with the Council's Core Values, Equal Opportunities Policy, Safeguarding, Health and Safety Policy and all other borough and departmental policies and procedures, in particular the non-smoking policy and confidentiality in line with the Data Protection Act.
8. To use computers, specified databases, and other ICT in the normal performance of the duties of the post. To champion data quality in the Department, proactively appraising data produced by the Department for robustness, ensuring that data quality issues are addressed and corporate requirements are met, as set out in the council's Data Quality Strategy.

9. To brief line manager on all matters which are likely to be subject to publicity whether positive or negative.
10. To keep up to date with new developments in appropriate fields, attend training and supervision sessions and contribute to workshops, seminars and conferences.
11. To work flexibly and to undertake any other duties commensurate with the post as required by the Head of Division and or Director of Children, Schools and Families.

FUNCTIONAL LINKS

Statutory, PVI and Third Sector partners that form the Children and Young People's Workforce.

Schools

Ofsted

Merton Council Adult Services who work with those adults considered to be the most vulnerable in the community.

OTHER RELEVANT MATTERS

Will be required to work very occasional Saturdays and evenings (on average 5 a year) to meet the needs of the service for which time off in lieu will be negotiated