



**LONDON BOROUGH OF MERTON**

**Children, Schools and Families DEPARTMENT**

**JOB DESCRIPTION**

**POST TITLE: Team Manager Locality Services – Children’s Centres and Early Education**

**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 100 (approximately)**

Working with a range of partners (early years providers statutory partners including health, schools, Adult education/JCP, CVS)

Budget – £3.5 million - £4. 5million with a £1.3 - £1.5 million income target

Buildings – various across the borough

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

**Post number:**

**Date: June 2014**

**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
  - Local Authority directly managed Childcare/Early Education Services

- Delegated school based Children's Centres, taking the role of Head of Centre reporting to the Head Teachers as agreed (currently 2 centres)
3. To manage significant human, infrastructure 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 EYFS education (see core purpose and EYFS statutory guidance)
  5. To be accountable to the Local Advisory Boards, reporting to and working with the Advisory Boards 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**

1. To monitor and evaluate outcomes for all aspects of the work including quality of provision and services, value for money and 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 there are the full range of services that contribute to improving outcomes for vulnerable children are focused on: child development and school readiness, parenting aspirations and parenting skills and child and family health and life chances
4. To prepare for and take the lead at Ofsted inspections for Children's Centres and day care services, 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 assessment, action planning and

outcomes for children that are clearly documented and that all case work 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 and work of the Merton LSCB Safeguarding Children's Board procedures.
7. To be responsible for ensuring data quality and as such the integrity of management information through the timely, appropriate use and safekeeping of data and recording systems both manual and computerised.
8. 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
9. To lead work with, and through others, to design and shape with parents and the local community flexible, responsive services to meet the changing needs of demography.
10. Work in collaboration with other senior managers in the service 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
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
12. To ensure that evidence based approaches to deliver targeted family centred support and early childhood education are fully utilised and to establish and embed systems to monitor and evaluate the effectiveness and quality of the range of services provided
13. 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
14. 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.

15. 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

### **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, CPD, 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 ensure all services are delivered inclusively, in an anti discriminatory way facilitating access to all groups within an equal opportunities framework
8. 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.
9. 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.

10. To brief line manager on all matters which are likely to be subject to publicity whether positive or negative.
11. To keep up to date with new developments in appropriate fields, attend training and supervision sessions and contribute to workshops, seminars and conferences.
12. 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

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**PERSON SPECIFICATION**

**POST TITLE:**

**Grade: MGB**

**DIVISION/SECTION:**

**Location:**

**Responsible to:**

**Responsible for:**

**Post number:**

**Date:**

**Experience / Qualifications / Skills / Knowledge:**

1. Degree qualified in a field relevant to work with children and families (e.g. Early Years, Education, health)
2. Experienced in the direct delivery of child development /early years training and a relevant training qualification (ie PTLLS) or a commitment to gaining a qualification once in post
3. Extensive post qualifying experience in direct service delivery in early years, childcare and children's centre services (Must include 0 – 5s and their families within integrated/multi-agency provision)
4. Excellent understanding (both academic and practical) of relevant, evidenced based practice, in improving outcomes for children in partnership with parents
5. Relevant senior management, staff, budget, commissioning and project management experience and an ability to deliver complex projects on time and on budget
6. Excellent understanding of the range of legislation and initiatives that underpin education, childcare, health and early intervention for young children and their families
7. Experience of direct delivery of Continuous Improvement Programmes in settings (eg, ECERS, local models) that impact on service change and improved quality

8. Ability to develop frameworks/tools/strategies that impact upon sustained change for settings and improve the quality of provision through partnership working.
9. Proven skills in working in partnership with a variety of stakeholders/commissioned partners to improve outcomes for children, maximise resources and monitor performance
10. Ability to collate, interpret and analyse data from a variety of sources write reports, make recommendations and use data to inform service delivery and improvements
11. Excellent communication and interpersonal skills, good negotiation, persuasion and organisational skills.
12. Ability to work under pressure and meet tight deadlines (retaining precision in the process).
13. Ability to travel around the borough, work flexibly to include evenings and weekends

June 2014