

Job Description



Job Title: BSiL Lead	Service Area:
Directorate: Operations (CYPS)	Evaluation Number:
Grade: PO3	Date last updated: September 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

1. To lead delivery of Best Start in Life (BSiL) services and activities across the Community Neighbourhood 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 Head.
2. The post holder is responsible for partnership working across the BSiL area. Linking in with other BSiL providers and joint working with the nominated Senior BSiL Practitioner / Deputy BSiL Co-ordinator.
3. The post holder is responsible for leading the planning, delivery and continuous improvement of BSiL Services across the Community Neighbourhood Area in partnership with supporting providers. Co-ordinating the deployment of personnel and resources to ensure these are accessible and meet agreed reach and impact targets.

4. The post holder will lead the Community Neighbourhood registered Children's Centre ensuring the offer meets the core purpose and can evidence the impact of its work with children and families.
5. The post holder is responsible for the line management of a small team of staff engaged in group work programmes, family support casework, and some project work.
6. The post holder will be required to work evenings, weekends and public holidays, in order to meet the needs of service users and stakeholders.
7. The post holder will be required to carry out work at different venues across the Community Neighbourhood Area, including home visits.

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. To plan, deliver and evaluate high quality services and activities for children and families linked to the core purpose.
2. Ensure the effective delivery of high quality services and activities for children and families to the standards set out in the Early Years framework, agreed within the Community Neighbourhood, and to meet the core purpose of a registered Children's Centre.
3. Co-ordinate the BSiL partnership for the Community Neighbourhood Area. Lead in assessing the needs/priorities for the area and setting out the development/delivery plans for the area and the on-going schedule of self evaluation (SEF) and improvement.
4. Ensure that agreed targets for the Community Neighbourhood Area are met, in line with Performance Management arrangements, and that staff are supervised and appraised on a regular basis.
5. Provide line management of a team of up to six staff.
6. Work in partnership with other BSiL providers and locality based teams across the Community Neighbourhood to plan effective deployment of services, personnel and resources to maximise reach and impact and meet targets.
7. To hold overall responsibility for the organisation of venue space, activity listings and promotion activities.
8. Support and manage staff to engage with children and families in a way that builds on their strengths and enhances and develops their ability to support themselves.
9. Co-ordinate relevant training for BSiL volunteers, ensure DBS and other checks are in place and provide appropriate support and supervision.
10. Allocate and manage evidence based family support casework and group work that supports targeted children and families to improve outcomes.

11. Ensure all casework is recorded and managed on the required paper/electronic systems including chronology of events, action plans and reviews with staff. Ensure that the work is of a good quality through audit and observations of practise. Ensure that the impact of this work and engagement with families is reported on.
12. Ensure staff are providing effective support to families in need and or in difficulty, focused on delivering interventions that are evidence based and outcomes focused; that promote positive change, respect, ownership and empowerment.
13. Ensure that children and families have access to information, advice and signposting to services that promotes their health, wellbeing and independence.
14. Implement an agreed quality assurance system across all services; ensure sessions are planned, delivered and evaluated in line with the specified framework. Working with other BSiL providers to set standards, monitor and improve the quality of services.
15. To be responsible for the collation, monitoring and analysis of relevant data to track performance; reach, quality and impact across the Community Neighbourhood Area.
16. To prepare reports with supporting evidence for the Community Neighbourhood Advisory Board. Ensuring regular meetings of the board take place. Liaising with the Chair and members, recruiting service users to attend the board. Ensuring access to training and support for board members.
17. Ensuring standard procedures are implemented for the effective operation of the area, Children's Centre team and any premises, including health and safety and safeguarding, sharing these arrangements with BSiL partners.
18. To monitor and report on safeguarding at the safeguarding team meetings.
19. To ensure that safeguarding and child protection procedures are implemented and followed when working with families.
20. To keep up to date and comply with corporate policies and procedures in managing staff, including safeguarding, health and safety, and risk assessments.
21. To attend and contribute to supervision, group discussions and appraisal sessions with the line manager and ensure that they are informed of any circumstances requiring management oversight including issues around safeguarding.
22. To attend the BSiL Children's Centre Managers' Forum and contribute to the development of the BSiL offer and best practice initiatives across the borough.
23. To undertake mandatory and other relevant training as required, including requirements for continued professional development.
24. To carry out any other duties that is in line with the purpose and grade of the job.

Person Specification



Job Title: BSiL Lead	Service Area:
Directorate: Operations (CYPS)	Evaluation Number:
Grade: PO3	Date last updated: September 2018

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. 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.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>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.</p>	
<p>PROTECTING OUR STAFF AND SERVICES</p> <p>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.</p>	
<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Understanding of Health and Safety, Child Protection and Safeguarding, Childcare. • Understanding of the Early Help agenda, relevant children and families legislation, national frameworks including Children’s Centre Inspection Framework. • Understanding of Newham Council’s Resilience and Best Start in Life Agendas. • Understanding of the demographics of the borough and of delivering culturally appropriate services that are responsive to the needs of children and their families. Acknowledging the impact of social exclusion. 	<p>Application Form/Interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>

<ul style="list-style-type: none"> • Knowledge of the evidence-base: what works in supporting children and families to achieve positive outcomes. • Knowledge of Early Years Frameworks. 	<p>Application form/interview</p> <p>Application form/interview</p>
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Relevant Early Years qualifications (minimum of level 3 childcare or equivalent together with degree-level qualification). • Recognised Leadership/Management Training or willingness to work towards. 	<p>Application Form</p> <p>Application Form</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <ul style="list-style-type: none"> • This post is subject to a DBS enhanced disclosure. 	<p>Satisfactory clearance at conditional offer stage</p>
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Experience of locality system-leadership to improve early years quality and outcomes across the sector • Experience of working with children and families to achieve positive outcomes. • Experience of delivering high quality play, and communication focused sessions to children with their parents/carers that support child development and school readiness. • Experience of successfully supervising and/or administering similar service delivery for children and families. • Experience of facilities management and an understanding of the provision of a child and family friendly building. • Experience of data monitoring, review, analysis and quality checking. • Experience of successful staff management including dealing with and implementing change. • Monitoring and reviewing services in line with expressed user needs. • Experience of needs analysis and self evaluation. • Successful partnership working. 	<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</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>

<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Excellent communication skills. • Excellent organisational skills. • Ability to deliver high quality play, communication focused sessions to children with their parents/carers that support child development and school readiness. • Ability to work collaboratively with a range of partners/providers, on own initiative and under direction. • Able to carry out the effective supervision and management of staff. • Ability to successfully develop the utilisation of resources. • IT literate with ability to produce reports appropriate for a range of audiences' showing reach, engagement and analysis of impact. 	<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>Application form/Interview/Test</p> <p>Application form/Interview/Test</p>
<p>STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> • Team player, able to deal with complex instructions and situations and tackle a range of problems including by obtaining line management direction and advice where appropriate. • Sensitivity to the needs of a very diverse community and how to best meet those needs. • Demonstrates a high commitment to evidencing what works and development of high quality services. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>