

**Job Description: Children's Centre  
Leader**

<b>Salary:</b>	£32,800
<b>Hours:</b>	35 hours per week
<b>Annual Leave:</b>	25 days
<b>Based:</b>	Children's Centre Longsight
<b>Accountable to:</b>	Assistant Director
<b>Contract Type:</b>	Fixed Term for 1 year

**Job Purpose**

To lead an Outstanding Children's Centre ensuring that the Vision is driven forward in an innovative way.

To ensure excellence in the education, health and welfare of children and families in order to meet the Sure Start agenda. To ensure that children's life chances are excellent and that we are working with families at the earliest opportunity to engage them in services, make them resilient rather than reliant and reduce families reaching crisis point.

To work in collaboration with staff from all sectors, ensuring the efficient and appropriate use of the centre, its resources and staff

**Main Tasks and Responsibilities**

**Services**

- 1) To oversee the Outreach Team who cover both the Longsight and Levenshulme areas in developing new services as required and ensuring existing service continue to meet need and are delivered to the highest standard
- 2) To oversee the Early Intervention Team covering Central Manchester
- 3) To ensure that services are constantly reviewed, evaluated and adapted to meet the changing needs of families and communities
- 4) To ensure that the actions identified in the quarterly action plans are achieved and result in excellent outcomes for children through both the co-ordination of work and through direct action
- 5) To oversee Children's Services and the holistic assessment and record keeping systems and to ensure managers communicate with parents, children and staff to ensure the aims for each child are achieved

**Governance & Accountability**

- 6) To continue to deliver the vision for the Children's Centre in consultation with children, staff, local families, partners, advisory and working group members
- 7) To lead on the Advisory Group and some of the Working Groups and ensure we are being held accountable as a centre
- 8) To ensure that the annual SEF and Development Plan are completed in

consultation with families, staff and partner agencies and are and updated in line with our reporting procedures
9) Ensure the presence of a strategic overview for the centre, supporting the planning for future needs and developments within the local and national context.
10) To lead on the production of management information and ensure that this is utilised effectively in the planning and reviewing of services to ensure excellent performance management systems are informing delivery
11) To produce reports in conjunction with our reporting procedures to be submitted to SMT, Advisory Groups, Working Group, Big Life Board and Service Governance Board
12) To participate in the SMT through the production and analysis of reports and documentation as appropriate
<b>Staff</b>
13) To line manage and oversee the professional development of the staff team, including volunteers within the centre in adherence with Big Life policies
14) Responsible for building and strengthening the teams including ensuring the centre is truly integrated across all service areas
15) To promote and maintain a positive learning, reflective practice and participatory environment across the centre, reflecting the diversity of the community, ensuring the effective use of resources
<b>Financial Management &amp; Sustainability</b>
16) Ensure the effective management of the delegated budget and other centre funds within financial regulations, and that appropriate financial records are maintained
17) To contribute to the sustainability of the centre and commissioned services through supporting tender and grant applications
18) To contribute to the sustainability of the daycare through effective management of occupancy levels, arrears and marketing of places
<b>Centre</b>
19) To work with the Centre Manager to ensure the Health and Safety if everyone using the centre
20) To ensure the centre has a family focus and that developments are progressed to open the centre to a wider community
<b>Partnership &amp; Multi-agency Working</b>
21) To liaise with partner agencies to ensure that the centre is well used and that families within the area have knowledge of and access to high quality services
22) To facilitate communication between the centre team, other agencies and the community to support the identification of services and develop services in response to need
23) Maintain partnerships with parents, families and the community promoting the involvement of parents in identifying their own learning needs and in supporting their child's learning
24) To liaise effectively with staff from other agencies and work to develop inclusive practice to support children and families
<b>Safeguarding &amp; Equality</b>

25) To be responsible for safeguarding issues and to follow relevant procedures at a managerial level
26) To oversee Safeguarding procedures for the centre including annual completion of audit and resulting action plan
27) Implement inclusive strategies to ensure equal opportunities for all families in the community
28) To lead on a Barrier Free Working group to develop and implement an action plan for the centre in partnership with parents and children
29) To carry out Equality impact Assessments as required

<b>General Work Related Expectations</b>
1. To work within the Big Life Company's Values, Ethos and Vision.
2. To contribute to the development of TBLC
3. To work in accordance with all Policies and Procedures of TBLC
4. To identify and attend training as required
5. To work in accordance with all relevant legislation
6. To undergo regular supervision and an annual appraisal
7. To undertake any other duties as required, appropriate to the post