



Hobbs Hill Wood Primary School

Job Description

Location	Hobbs Hill Wood Primary School
Role	Family Services Manager
Reports to	Headteacher, Hobbs Hill Wood Primary School
Pay grade	H9 - M1 (based on experience)

Job Context

This position manages Dacorum Family Services (North and East) which supports schools in Hemel Hempstead, Berkhamsted, Tring and the surrounding villages. The Family Services Manager will be based at Hobbs Hill Wood Primary School. The hours are 24 per week, term time only, worked Monday-Thursday 9-3.30pm (with some flexibility), with a 30-minute unpaid lunch break. The post holder will report to the Headteacher at Hobbs Hill Wood Primary School.

Purpose of the Role

1. To develop the delivery of family work services through effective partnership working.
2. To provide support and line management for school-based family workers on behalf of the schools' partnership.
3. To monitor and evaluate services being delivered on behalf of the schools' partnership

Main areas of responsibility

1. To facilitate the development of effective partnerships to enable the delivery of local services e.g. services for children with SEND, Sports Partnerships, 14 – 19 partnership work, extended services (30% of role).
2. To effectively line manage and performance manage school family workers as required (30% of role).
3. Provide leadership on the business planning process, negotiating with schools, other partners and funding sources in order to secure resources on behalf of the partnership (20% of role).
4. To monitor, review and evaluate the effectiveness of family services delivered locally and to report performance data and statistics to HCC (10% of role)
5. Provide reports to the partnership schools, governing bodies and Local Authority (5% of role).
6. Be responsible for the effective marketing, promotion and communication of the partnership to children, young people, families and the community, gaining commitment of all stakeholders through public presentations and other media (5% of role).

Please see separate person specification.

This role will be reviewed annually as part of the performance appraisal process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

DBS CHECKS

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

EQUAL OPPORTUNITIES

Hertfordshire County Council is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the County Council to ensure that every individual that we come into contact with is treated with dignity and respect. A copy of the full policy, entitled Putting People First will be given to all staff, and a full briefing on the contents of the policy is included in induction.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

I accept this job description

NAME and SIGNATURE

DATE