

DEPUTE HEAD OF CENTRE			
Reference No.	A4045	Type	Individual
Service	Education		
Job Family	Professional 2	Grade	FC8

Purpose
<p>To develop and lead on services from the Family Nurture Centre through planning and implementing of strategies relative to care and welfare of children and their families within the Centre and wider early years community.</p> <p>The key areas of this post are:-</p> <ul style="list-style-type: none"> Centre management (including linked standalone nursery) during school holiday periods and at other times when the Headteacher is out of Centre. Management and delivery of a quality service for eligible children and priority referrals under 3 years. Delivery and support of GIRFEC approaches and Child Protection, Family Support and co-ordination of Community Parent Engagement.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Managing the service during school holiday times and other times the Head of Centre is not present.	Must have SCQF level 9, which includes a Degree or equivalent, such as BA in Childhood Practice and in the first period of registration will have a suitable practice award to meet Scottish Social Services Council registration.	✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Registered with the SSSC as appropriate	✓	
Managing and developing a quality service for families with eligible children under 3 years and additional services for vulnerable children under 3 years.	Ability to provide an efficient and effective service	✓	
Coordinating and preparing for regular admissions panels for early entrants across the local area.	Management experience within an early years setting	✓	
Making decisions within a multi-agency culture to agree the best support strategies available for children and families.	Experience of working without supervision (Take ownership - See 'How We Work Matters' Framework)	✓	
Collaborating with an enhanced management team and nursery staff to develop practice.	Experience of coordinating and leading a group of professionals within a multi-agency working culture	✓	
Supporting the Head of Centre in planning and implementing of strategies relative to care and welfare of children within the nursery and wider early years community.	Experience of interventions and services (Focus on customers)	✓	
Supporting vulnerable families using a Family Nurture Approach.	Team building skills	✓	
Supporting early years' colleagues in the wider community to coordinate activity to ensure 'best fit' for vulnerable families in the early years.	Collaborative management style (Deliver results)	✓	
Accessing and monitoring of IT programs which support early years admissions, early entrants, staffing information and budget information.			
	Communication skills (Working together)		✓
	IT skills (Embrace technology and information)	✓	
	Decision making skills	✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Managing the Centre during school holiday periods and in the Head of Centres absence.			
Developing close working practices with Social Work, Health visitors and other services including 3 rd sector to ensure appropriate GIRFEC outcomes.			
Implementing Child Protection procedures in line with Fife Council guidelines.			
Managing early intervention approaches for vulnerable children and families.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results