



Children and Family Centre Community Lead Professional

**St. Michael's C of E Academy, Nursery &
Children & Family Centre**
Hazel Grove,
Bedworth
CV12 9DA

Candidate Information

Together, pursuing life in all its fullness

Community Lead Professional

About the Role

The Trust is looking to appoint an inspirational and highly effective Community Lead Professional who is committed to supporting St. Michael's Children & Family Centre to provide excellent services for the children, young people and their families within the community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £16,841 per annum FTE £28,598 - £31,022 Grade G scp 11-14
- Hours Mon-Fri (25 hours per week, 39-week TTO, Fixed term contract till May 2028)
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Jill Krusts, our Children and Family Centre Manager directly on jill.krusts@stmichaels.covmat.org or Stacy Donnelly on stacy.donnelly@stmichaels.covmat.org for an informal discussion about the post. Visits to the Children and Family Centre are warmly welcomed.

Please note the closing date for applications is **Sunday 31st May 2026**. Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on **Thursday 4th June 2026**.

Job Description

SERVICE OBJECTIVES

St. Michael's Children and Family Centre provides services that support the improvement of outcomes for children and young people aged 0-19 (25 SEND) and their families with a particular focus from conception until the age of 2.

KEY PURPOSE

Based in the Children and Family Centre you will have excellent knowledge and understanding of issues affecting family life to be able to provide advice and support for families with children aged 0-5 years. You will contribute to and be the Lead Professional on multi-agency family support plans that prevent escalation of family insecurity in line with Warwickshire's Families First Pathfinder Programme. Close working with the community and partner agencies is an essential part of the role.

ACCOUNTABILITIES

The post holder will be line managed and is accountable to the Children & Family Centre Manager.

MAIN RESPONSIBILITIES

Broad Description

As part of Warwickshire's Families First Pathfinder Programme, to work in partnership with other agencies sharing information appropriately to support holistic, whole family working that empowers families to make positive, sustained change.

Responsibilities for others

The post has a direct impact on the well-being of individuals or groups through the assessment of need and the implementation and co-ordination of services which safeguard and promote the welfare, and development of children and families.

Responsibility for staff

The post has limited responsibility for the supervision of staff, though it may be expected to support employees, volunteers and students associated with the delivery of the service.

Responsibility for finance

The postholder has limited responsibility for finances other than the occasional management and handling of small amounts of cash.

Responsibility for physical resources

The post has some direct responsibility for physical resources involving ensuring that confidential and accurate records are maintained in line with GDPR.

MAIN ACTIVITIES

- Working with other services, to engage and support families in the following areas:
 - Early years development, particularly for pre-school aged children
 - Crisis prevention around finances, housing, and other factors contributing to family insecurity
- To contribute to, shape and lead on multi-agency family support plans that empower families to make sustained, positive change.

- To provide a trusted, consistent point of contact for families engaged in a family support plan.
- To engage in multidisciplinary team (MDT) meetings and Family Help Network meetings.
- To Keep up to date with information about local and national services that support families to maintain effective support.
- To maintain paperwork associated with the role and produce progress reports as directed by the Children and Family Centre Manager.
- To participate in Warwickshire's Families First Pathfinder 'test and learn' activities; sharing insights, gaps and learning with the wider Families First system.
- To develop effective working partnerships with agencies that provide services for children aged 0-5 years to engage families in most need of support.
- To take part in reflective supervision sessions.
- To work flexibly across the Children and Family Centre supporting all services, including outside of normal hours if appropriate to the service, (e.g. evenings and weekends).
- To hold a full driving license and have the use of a vehicle with appropriate business insurance.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Children and Family Centre Manager will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust and wider community.

STRENGTHENING THE COMMUNITY

Leaders should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Creating and promoting positive strategies for challenging harassment of any kind.
- Collaborating with other agencies to provide activities to support the academic, spiritual, moral, social, emotional and cultural well-being of children and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve outcomes for children and families.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities, Qualifications and Experience						
Qualifications and Experience						
1	Hold Level 3 (minimum) qualification in a related field	✓		✓		
2	GCSE grade C or equivalent in English	✓		✓		
3	GCSE grade C or equivalent in Math		✓	✓		
Professional Experience and Knowledge						
1	Knowledge and experience of working with children and families to support the improvement of outcomes.	✓		✓	✓	✓
2.	Knowledge of child development in the early years (0-5)		✓	✓	✓	
3	Have and awareness of ACE's and trauma on health, development and resilience in family life.	✓		✓	✓	
4	Awareness of the needs of disadvantaged and diverse communities		✓	✓	✓	
5	Experience of coordinating and leading meetings that provide support for children and families.	✓		✓	✓	
6	Excellent knowledge and understanding of safeguarding requirements	✓		✓	✓	✓
Skills and Abilities						
1	Excellent verbal and written communication skills with the ability to communicate with a range of people from diverse backgrounds.	✓		✓	✓	
2.	Ability to develop and maintain professional relationships with families and partner agencies to support improved outcomes.	✓		✓	✓	
3.	Ability to use a range of IT packages and data collection systems		✓	✓	✓	
4.	Ability to work as part of a team and independently, using own initiative appropriately managing priorities within defined boundaries.	✓		✓	✓	
5.	Confident in working in stressful situations, demonstrating ability to manage conflict and potentially difficult situations		✓		✓	
Personal Qualities						
1.	Be able to demonstrate commitment to the workplace and personal and professional development.	✓		✓	✓	
2.	A commitment to team working within the community with the ability work confidently and flexibly across all Children & Family Centre services	✓		✓	✓	
3.	An exemplary record of health and punctuality		✓			✓

I (**name**) hereby confirm that I have received a copy of the Job Description for the post of **Community Lead Professional**

Signed

Date

