

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Extended Services Manager	<u>Role Profile:</u> Organisational Support
<u>Academy:</u> Garforth Academy	<u>Grade:</u> J (range points 34-38)
<u>Responsible To:</u> Vice Principal	<u>Hours:</u> 37hrs TTO + 10 days
<u>Overall Purpose of Job:</u> As the Extended Services Manager, you will provide leadership and direction to a staff team to establish and sustain an environment of challenge and support. You will work with the Garforth cluster of schools and other partners to develop partnership working to meet the needs of children, young people, and their families along with working to Cluster and Children's Services priorities.	
<u>Main Responsibilities:</u> 1. You will liaise with cluster heads and other partners to lead on the delivery of local cluster action plan objectives linked to the city-wide Children and Young People's plan. 2. You will lead on the strategic development of the agreed Cluster Plan incorporating an innovative programme of services and interventions that contributes to cohesive, multi-agency support to children, young people and their families and overseeing delivery against key milestones. 3. You will support schools in the raising of standards through the aims and objectives outlined in the cluster action plan. 4. You will develop the business Plan, Action Plan and Service Level Agreement for the Garforth Cluster. 5. You will establish and implement a framework for monitoring, assessment and evaluation of the cluster and coordinate the collation of performance data. 6. You will analyse and use cluster data to inform and support targeted services provision and ensure that monitoring and evaluation impacts on improving outcomes for children and families. 7. You will triage referrals from cluster schools and partner agencies and allocate work to cluster staff and partners. 8. You will work with agencies to ensure that family's needs are met through the coordination of services. 9. You will be responsible for the line management, and performance management of the cluster staff, and oversee all human resources management issues connected with the same. 10. You will provide regular reports and necessary documentation and representation to cluster/AIP/LCC meetings as required. 11. You will manage the development and continuous updating of the Extended Services page on websites and other relevant media. 12. You will ensure all staff receives regular safeguarding supervision in line with cluster and children's services guidelines. 13. You will develop collaborative working practices within the cluster to fulfil cluster targets. 14. You will coordinate the delivery of training to cluster staff to include partners where appropriate. 15. You will lead and manage effective partnerships with local agencies from statutory, voluntary, community and faith sectors working with children, young people, and their families. 16. You will liaise with cluster head teachers and other partners to lead on the delivery of local cluster aims and objectives linked to the city-wide Children and Young People's Plan. 17. You will liaise closely with Primary schools and High schools to ensure effective transition across all ages, and attend appropriate events as required. 18. You will liaise with schools, children's centres, Children Leeds and other inclusion support services with regard to hard to place vulnerable children and ensure services meet their needs.	

19. You will network and ensure strategic links with other clusters and initiatives in Leeds with complementary aims and objectives in order to develop partnerships, share expertise, develop a co-ordinated approach and replicate relevant effective practice to ensure maximum impact.
20. You will work in partnership with the Cluster Chair and Garforth Academy Finance to oversee and manage the cluster budget including external funding.
21. You will manage the role with a high degree of independence and discretion and carry a caseload of children and their families.
22. You will manage the lettings for Garforth Academy, liaising with users and caretakers to enable the smooth running of outside lettings.
23. You will manage, deliver, and develop the existing Cluster Summer Holiday information booklet.

General

24. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay.
25. You will participate in training and other learning activities and performance development as required.
26. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
27. You will ensure strict confidentiality in all areas of work.
28. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
29. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records). Use of any outside case management/services to be cleared with Delta.
30. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Lead at once.
31. You will always comply with the Academy's policies and procedures.
32. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Relevant professional qualification relating to Youth Work/Community work/Social Care or other relevant discipline (C)
- High level of communication and interpersonal skills (A/I/R)
- Proven ability to work at a strategic level to assist in the development of policies and practices (A/I/R)
- Proven ability to develop, implement and evaluate significant initiatives (A/I/R)
- Demonstrable ability to work effectively with young people as individuals and in groups (A/I)
- Proven ability to work with young people, parents, volunteers and community groups to design, develop and evaluate sessions (A/I/R)
- Proven ability to innovate and demonstrate a creative approach to problem solving (A/I/R)
- Proven ability to enthuse partners and others and engage them in the Extended Services agenda (A/I/R)
- Demonstrable ability to liaise with young people and key professional staff (A/I)
- Proven ability to work creatively with colleagues to deliver agreed outcomes and contribute effectively and strongly to team working (A/I/R)
- Strong experience of using Excel/Word/Outlook (A/I)
- Successful track record of line managing people (A/R)
- Proven ability to form and maintain appropriate and effective relationships with others (R)
- Excellent numeracy and literacy skills (A/I)
- Good ICT skills (I/R)
- Excellent presentation skills (A/I/R)
- Proven ability working with schools, families and communities at practitioner and senior level (A/I/R)
- Successful experience of service planning within the Extended Services agenda (A/I)
- Working with a range of stakeholder groups within the statutory, private and third sector (A/I/R)

- Successful experience of sourcing, securing and managing external funding (A/I/R)
- Demonstrable positive contribution to the Social Cohesion and Widening Participation agendas (A/I/R)
- Proven ability to manage change effectively (A/I/R)
- Demonstrable flexibility to ensure the demands of the post are met (A/I)
- Willingness to work evenings and weekends as required (A/I/R)
- Use of a car for business use (a copy of your certificate of insurance will be required in order to have business mileage expenses reimbursed) (A/I/C)

Desirable

- Level 3 qualification in Youth Work / Community Work / Social Care or other relevant discipline (C)
- Good knowledge of the local communities you will be working within (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with senior leaders/Principal within the academy and neighbouring academies/schools

Support Staff – in daily contact with support staff who are involved in administration, finance, site supervision, lettings and health and safety.

Academy Staff – in regular contact with Academy staff within facilities and finance.

External – in regular contact with AAB members, students, parents/carers, partner organisations, youth support workers, seasonal/casual staff and volunteers as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.