



Title	Department	Post Ref.
Schools Health Hub Coordinator	Children, Families Cultural Services	
Job Purpose <i>To support schools and other professional groups to identify and address health and wellbeing priorities for children, young people and families within Nottinghamshire and to support schools to improve/maximise the health and wellbeing of their pupils and staff</i>		
Key Responsibilities 1. To source, develop and maintain a set of easily accessible resources in local health and wellbeing topics, including: <ul style="list-style-type: none">• Training resources for staff• Teaching resources for use with children and their families• Model policies• Advice, information and guidance for professionals in relation to health and wellbeing• Sign post to existing relevant local services• Support schools to identify/profile the health and wellbeing needs of their pupils and staff. 2. To liaise and work closely with locality ‘Tackling Threats to Children’ (TTC) coordinators, Schools, Universal and Specialist Child and Family health services, Primary Mental Health Workers, the Family Service and children’s centre/early years colleagues. 3. To maintain an overview across the county of universal public health/ health and wellbeing support provided to schools and other professionals by: <ul style="list-style-type: none">• Identifying examples of good practice,• Sharing and disseminating this good practice, including by making it available as an on-line resource, and• Facilitating networks of support between schools and other key stakeholders 4. To provide consultation in relation to local public health/health and wellbeing priorities for children, young people and families to other		Key Accountabilities 1. To deliver services within the Service’s scheme of delegation for safeguarding children and local safeguarding children board policies. 2. To ensure that personal practice is in line with service guidance 3. To operate within the framework of any professional registration. 4. To actively contribute to the professional development of yourself and others 5. To participate fully in supervision, appraisals (EPDR), and practice observations, as part of personal development and support 6. To maintain a current knowledge and awareness of public health legislation, policy, procedure and practice in the post holder’s field of work 7. To keep timely and accurate records of work completed, including specified data required to monitor the impact of the post.

<p>professionals, including:</p> <ul style="list-style-type: none"> • Other coordinators in the 'Tackling Threats to Children' (TTC) team • Universal and Specialist Child and Family health services, Primary Mental Health Workers, • Family Service and children's centre/early years colleagues. • Schools <p>5. To communicate effectively with other professionals, and to establish and maintain effective supportive and mutually respectful relationships with:</p> <ul style="list-style-type: none"> • Schools in a locality, and to be the first point of contact for those schools regarding public health/health and wellbeing priorities in the community • Other coordinators in the 'Tackling Threats to Children' team • Universal and Specialist Child and Family health services, including Primary Mental Health Workers • Family Service and children's centre/early years colleagues. <p>6. To provide the Local Authority with quality assurance in relation to providers of public health/ health and wellbeing interventions.</p> <p>7. To work with schools and providers to embed a financially sustainable model of training delivery in the specified areas.</p> <p>8. To report to the Schools Health Hub/TTC Monitoring Board on:</p> <ul style="list-style-type: none"> • Progress in the development of community public health/health and wellbeing profiles, resources, provision of training, and progress towards outcomes including using benchmarking data • The resilience of schools in the locality • Further emerging needs arising from the national agenda, from local events including CQC reports and inspections of schools which have identified areas for improvement related to public health/health and wellbeing • Recommendations for interim funding to be made available to support local or county initiatives to meet identified needs • The participation of children, young people, families and schools in service development/needs assessments. <p>9. To deliver training, presentations and support sessions to staff at all levels across the partnership in Nottinghamshire on identified public</p>	
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health/health and wellbeing priorities for schools and communities	
10.To attend and contribute to team meetings and whole service events.	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. An academic/professional qualification at NVQ level 4 or above 2. Knowledge of national and local public health and wellbeing priorities in relation to children, young people, families and the wider community 3. Understanding of current issues which threaten the welfare of children and families in Nottinghamshire 4. Full driving licence (unless registered disabled) 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 5. A high level of personal drive and commitment to excellent customer care. 6. Strong interpersonal and communication skills with a range of people including children, young people, parents and carers, colleagues, other professionals and managers. 7. Ability to undertake public health needs assessments for communities and vulnerable groups 8. Ability to make decisions and solve problems to meet operational targets. 9. Ability to meet agreed objectives and delivery targets by the effective use of resources. 10. Well-developed information technology (IT) skills including use of databases, word processing, working with web sites. 11. Ability to undertake any necessary administrative duties.
<p><i>Experience</i></p> <ol style="list-style-type: none"> 14.Experience of working with other professionals in a variety of settings e.g.: schools, health professionals, local authority staff 15.Experience of managing challenging situations 16.Experience of managing priorities and working to deadlines 	

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| | <p>12. Ensure the County Council's policies for fairness and respect are delivered including setting high personal standards.</p> <p>13. Take an active role in managing risk, health and safety and safeguarding issues</p> |
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Role Dimensions

- 17. The Schools Health Hub Co-ordinator posts will sit in the organisational structure within the Tackling Threats to Children team.
- 18. Staff will be based in a central location but will be expected to co-locate within their identified locality, alongside TTC co-ordinators, Family Service workers and/or others.
- 19. Line Management will be provided by a Team Manager. Day-to-day direction and practice coaching will be provided.
- 20. Professional supervision, if required, will be provided by an appropriately trained manager
- 21. The 'specified areas' for which a Schools Health Hub Co-ordinator would have primary responsibility are likely to change over time as new public health priorities emerge. The current list of specified areas would be allocated across the three coordinators in the Schools Health Hub, and include, but are not limited to: Building resilience, emotional health and wellbeing, sexual health, healthy relationships, diet and nutrition, physical activity, healthy eating, smoking and tobacco, substance misuse and risk taking behaviours
- 22. The demarcation and coordination of these areas of primary responsibility will be negotiated with managers, colleagues working in the Schools Health Hub and co-ordinators of TTC

Please attach a structure chart

Date September 2016