



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: School Nurse Team Lead	Role Profile Number: P/A
Grade: £41,659 to £47,672 p.a. Salary:	Date Prepared: June 2015 Reviewed and updated Feb 2017
Directorate/Group: Children. Children, Families and Community Health	Reporting to: Professional Lead Health Visiting. Early Help
Structure Chart attached:	Yes

Job Purpose

- To co-ordinate, manage and supervise a team of School Nurses, Senior Practitioners and School screeners in one of two Early Help locality teams to ensure we deliver the School Nursing (SN) service as specified in the national specification and local guidance and to the standards agreed in the School Nursing dashboard.
- To take a leadership role within the School Nursing team and the Early Help Team; role modelling positive behaviours and best practice.

Key Accountabilities

- Supervision and support of all the staff working in the SN team in the identified locality, to deliver the Healthy Child Programme and Safeguarding responsibilities to the standards defined in the service specification.
- Supervision and support of the Senior Practitioner in the SN team in the identified locality, to deliver adhoc safeguarding supervision and support to School Nurses and School Screeners.
- Be instrumental in the escalation of children to challenge decisions and practice. Follow SBC's escalation policy.
- To embed best practice and through quality assurance activities provide assurance that practice meets all CQC, CCG, SEND, OFSTED and Safeguarding regulations. Play a key role in preparing for and being part of inspections from governing bodies.

- To deliver supervision (management and case discussion) as per the service policy including annual appraisals and reviews, to Senior Practitioner's, School Nurses and School Screeners in the team.
- Work with the Professional Lead for SN, other SN team co-ordinators and Operational Managers and the Named Nurse for Child Protection to ensure best practice, professional development of the staff and continual service improvement.
- Provide leadership cover for another School Nursing team, in the short- or long-term absence of the Team Leader.
- Work with colleagues across SBC and partners in the early year's workforce to ensure delivery of an integrated approach to services for children 0-5 years.
- To lead on the performance management of the School Nurses in the team by using data and information and the regular reports received.
- To support the recruitment and induction of new staff.
- Implement HR Policies and Procedures with staff members. Lead the management of sickness absence and both informal and formal capability of staff.
- In collaboration with the Professional Lead and Operational Manager to deal with queries and or complaints from service users
- To promote integrated working and participation in the common processes (Early Help Record and Plan) to support children and families with complex needs
- To actively plan personal professional development and maintain registration with the Nursing and Midwifery Council
- To lead the process of workload management and allocation in their team using local protocols when necessary
- This role is not expected to manage a caseload directly, but is expected to support practice actively by working closely with the team.

Supplementary Accountabilities

- Represent SN on groups identified and agreed with the Professional Lead and line manager
- Work with senior leaders in Early Years settings in the local area
- Support the on-going development of the SN workforce by hosting SCPHN students in the team.
- Facilitate the placement of Student Nurses in the team and allocate to mentors.
- Because of the nature of the work and in accordance with the demands of the service, he/she will be required from time to time to work outside normal office hours, including evening and weekend work, for which time off in lieu of payment should be taken at a time agreed with the Service Manager Early Help. Overtime will not be paid.
- This role profile is intended as a general guide to the responsibilities attached to the post.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be

required to provide evidence of this:

- Qualified SN with experience of delivering Healthy Child Programme beyond preceptorship level
- Good knowledge of Healthy Child Programme and role of SN in leading this work locally
- Experience or qualification in leadership and /or management
- Experience of working with a common process such as the Early Help Record and Plan
- Experience of working with partners from across the workforce delivering services for children 5- 19 years
- Experience of working at a complex level with families in the Safeguarding arena.
- Experience of managing staff.
- Knowledge of solution – focused, strength-based practice, a range of assessment tools and interventions to support change in families

Qualifications

- Qualified and Registered NMC for SCPHN

Decision Making

- To lead decision making with their team about risk, workload and performance. Promote forward thinking and planning
- To enable and empower the team to make fair and appropriate decisions about case management and service improvement decisions
- To help Operational Managers and the Professional Lead make informed decisions about recruitment, performance and practice
- Ability to organise team demands and achieve targets within agreed timescales
- Effective personal time management skills, including managing stress

Creativity and Innovation

- Need to be solution focussed and able to demonstrate that they work in this way with the team as well as families.
- To empower all staff whatever their strengths to be the best they can be
- Ability to be creative whilst engaging and motivating a team of SN staff.
- Drive performance and embrace a coaching culture in a team and across the service.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • They manage approximately 5 WTE qualified SN in the team • Manage 1 WTE Senior Practitioner in the team • Manage 1 WTE Staff Nurse in the team • Manage approximately 3 school screeners <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • The SN team lead supervises practice and ensures fair allocation of work across team • Ensures work is being delivered according to standards set • Supervises compliance with agreed policies and procedures 	<p>Budget Holder Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>SN Equipment in team and own laptop and phone</p>
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Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Has relationships with families on team caseload
- Relationships with team and colleagues in Early Help and Social Work teams
- Relationships with Family Contact Point MASH and Operational and Senior Managers
- External partners and colleagues in other agencies across workforce for under 5s

Clarity of Intention

- Clear and effective communicator
- Is purposeful and makes decisions

Other Key Features of the role *(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)*

- Driver to be able to travel across and around Borough of Swindon
- Able to manage self in sometimes challenging conversations with families and colleagues
- Flexibility to ensure hours of work can match those of team when necessary
- To work to Infection Control standards of organisation

Employee Signature:	Print Name:
Date:	

Line Managers Signature:	Print Name::
Date:	