

POST TITLE	TEAM LEADER - EDUCATION WELLBEING SERVICE
DIRECTORATE	COMMUNITIES AND FAMILIES
SERVICE	CHILDREN, EDUCATION AND JUSTICE SERVICES
RESPONSIBLE TO	HEAD OF EDUCATION INCLUSION
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

Manage the Education Wellbeing Service to improve outcomes for children and their families using learning community approaches to support whole family wellbeing and maximise school attendance. Provide strategic leadership and represent the Education Wellbeing Service, engaging with the wider Inclusion Leadership Team, as well as team leaders and managers in other services, to work together coherently within the GIRFEC framework.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Manage the Education Wellbeing Team to engage effectively with stakeholders and relevant agencies to co-create collaborative and sustainable learning communities, providing the team with guidance, support and supervision, supporting and promoting effective communication within the team.
- Lead on the development of practice that focuses on improving attendance, health and wellbeing and addresses the impacts of poverty and support the work of the wider Inclusion Team to meet locality priorities by participating in work streams.
- Develop and promote partnership working within Learning Communities, working with other team leaders and partner agencies to build a network across the local authority to promote inclusion and maximise school attendance.
- Manage high quality recording systems for the service, including the use of Microsoft Teams and other relevant databases.
- Oversee risk assessments carried out by the Education Wellbeing Officers for working with families.
- Provide advice to the team in the most complex cases eg where child protection concerns are highlighted.
- Consult on and decide when joint referrals should be made to social work or the Children's Reporter.
- Contribute to any review of the service including planning for changes to the service delivery and quality assure the consistency of the work of the Education Wellbeing Service.
- Prepare detailed reports as appropriate on work undertaken.
- Keep abreast of existing and new legislation, research and guidance from a variety of sources and understand its impact on the provision of the Education Wellbeing Service.
- Contribute to the development of policies, processes and procedure, to ensure best practise in line with appropriate guidance and legislation.
- Participate in the recruitment of staff, as required

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Bachelor's degree or equivalent experience and professional learning in relevant subjects as noted above in the purpose of the role.
- Lead and provide direct management of the Education Wellbeing Team.
- Work independently, organising and prioritising their own workload in response to competing and rapidly changing priorities, reallocating resource within the Education Wellbeing Team to meet service needs.

- Interpret and implement changes in legislation and Council policy that impact workers' practice, proactively addressing new developments and ensuring consistency in approach across the City of Edinburgh Council in relation to maximising attendance and the other parts of the role. Sound knowledge of all relevant legislation and guidance.
- Build relationships with managers and practitioners in other services to develop creative solutions for the service and new working practices.
- Use initiative and creativity to tailor service provision in a flexible way to meet priorities eg supporting Education Wellbeing Team to manage time and resource effectively to contribute to a high-quality learning community approach.
- Experience of managing staff and leading a team.
- Ability to develop innovative methods for leading, motivating, communicating and supporting the Education Wellbeing Team.
- Ability to cope with complex issues and work under pressure.
- Utilise data for improvement and leading the quality assurance of a service.
- Commitment to learning and professional development.
- Ability to be solution focussed and communicate professional judgement persuasively when dealing with issues that may arise eg navigate challenging conversations with school leaders when implementing maximising attendance procedures.
- Sound administrative and organisational skills, experience of computer-based packages and relevant databases.
- The post is subject to PVG (Protecting Vulnerable Groups) scheme membership.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder is required to act on their own initiative and make decisions regarding staff, service users and resources.
- Required to make decisions in short timescales and in difficult working environments using relevant policy, procedures and legislation and develop new practice if guidelines are not in place whilst maintaining delivery of service.
- Supervise the work of the Education Wellbeing Team, who will be based in localities across all learning communities.
- Normal physical activity should be exercised in the prolonged use of ICT equipment in accordance with the Council's Policy and Guidelines
- Required to operate effectively in a dynamic environment. The demands of best value, the continued development of locality management, partnership working and local governance arrangements will impact significantly on the management complexity of this position.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post holder will be responsible for the management of the Education Wellbeing Team comprising approximately 11 Grade 7 Education Wellbeing Officers.
- The post holder will have responsibility for the quality of work, including implementing service procedures.

RESOURCES

- Regularly access to the SEEMIS system, with shared responsibility for its quality assurance, security and maintenance.
- Responsibility for maintaining reliable up to date electronic records. Responsible for personal IT items to enable them to carry out their work.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).

NB: The total length of the JD should be 2 pages. It is therefore important to be concise when summarising the duties and requirements of the post