

Abingdon Primary School

Abingdon Road

Middlesbrough

TS1 3JR

Tel: 01642 210567

Head Teacher: Adam Cooper



Abingdon Primary School and Children's Centre

Aspiring to excellence: Our Vision is to create an inclusive community that supports the well-being of every child and their family to enhance enjoyment, raise achievement and aspiration to all, and to ensure that children and families are supported through their learning journey from birth through school life in pursuit of excellence.

An exciting opportunity to be at the centre of an innovative approach to delivering services for families under 5, as part of Abingdon Primary School and Children Centre.

Post Title: Children's Centre Lead of Abingdon Primary School and Children Centre

Grade and Salary Scale: Grade J £23,540 (30 hours)

Purpose of the Post

- The smooth delivery of the day to day running and management of the children's centre including the core offer. This position is whole time. Holidays cannot be taken during the school holiday period.

Duties and Responsibilities:

To support the 0-5 Children and Families leader so that:

- Staff from different professional backgrounds are able to work collaboratively to improve outcomes for children and families
- There is compliance with relevant legal requirements, statutory frameworks regulations e.g. safeguarding of all children, staff and other service users
- Staff employed in the Children's Centre share the aspiration to be an outstanding provider of Children's Services so that all targets are achieved.

To be responsible for:

- The management and personal supervision of children's centre staff
- Supervision of family casework
- Supervision of tracking and follow up
- The management and personal supervision of the administrative staff
- The time tabling of children centre activities including midwifery services, baby clinic, adult education, universal sessions and targeted interventions

To ensure that the Children Centre staff work as a team so that:

- A2YO eligible children are tracked
- Children identified by the school readiness interventions are tracked and followed up
- There is active and meaningful participation of parents in the on-going development of Children's Centre services

Visits to the School and Children Centre are welcomed and can be arranged via the school office 01642 210567.

Abingdon Primary School is committed to safeguarding and promoting the welfare of children and requires all staff and volunteers to share this commitment. Any offer of employment will be subject to evidence of eligibility to work in the UK, DBS, medical clearance and references that recommend the candidate without reservation.

Application forms can also be downloaded via the school website www.abingdonprimary.org.uk key information/job application form. All application forms to be returned to the school and addressed to the Head Teacher Mr. Adam Cooper by 12 o' clock on Friday 2nd December 2016.

Closing date: 2.12.16

Interview: 8.12.16

Start date: January 2016 (or as soon as possible)

