**Job Description**

**Job Title: Multi-Agency Centre Service Co-ordinator**

**Reporting to:** Assistant Principal for Inclusion

**Salary:** NJC Point 25 £28,785 to Point 28 £31,371 pro rata to 39 weeks per year

**Vision and Purpose**

To have key responsibility to co-ordinate the Multiple Agencies supporting the students of Ormiston Sir Stanley Matthews Academy.

To create an environment that is conducive to supporting young people with a variety of social, emotional support and to encourage and signpost interventions for health lifestyles.

To be a role-model and impact positively on the academy more widely

**Key responsibilities**

* Provide a leadership role in the planning, development, implementation and co-ordination of the Multi Agency Service
* To support the development and implementation of a community engagement strategy, to target specific groups, in particular those in areas of greatest need, to tackle inequalities in health through promoting and supporting young people to develop healthier behaviour and lifestyle choices.
* To take accountability and responsibility for key performance indicators and ensure weekly/monthly impact updates are provided to the Senior Leadership Team.
* To play a key role in the delivery of training to young people and colleagues.
* Support the designated Senior Leadership Team Line Manager and Professional Leads to ensure the service is of high profile and there is strong awareness in relation to the referral pathway to access the service.
* Ensure the Multi Agency Centre service delivery provides a consistent, continuum of support, aiding service users with navigation of their pathway / interventions.
* Assist in service development to raise the profile of the services within and across the local networks, supporting the co-ordination of interventions across the Academy Community.
* To support the services functionally by providing support to individuals to develop Personal Health Plans and supporting behaviour change.
* To execute the necessary safeguarding duties linking to the role.
* To complete conflict resolution and mediation with young people.
* Identify and engage with individuals from agreed target groups and communities to facilitate communication regarding promoting their health and wellbeing, and the agencies services.
* Develop and maintain relationships with individuals who are experiencing the greatest inequalities in health and provide information to individuals about the relationship between behaviours and health.
* To liaise with key partner organisations such as, work places, community organisations, community centres and Health Services.
* To work and be based in the Academy to identify champions and advocates, to ensure that the service develops in line with local need and is embedded in the Academy community.
* Support the service’s volunteer engagement strategy and encourage local volunteer health champions and ambassadors for the service.
* To champion and adhere to processes and procedures to identify and strive for continuing improved quality throughout the service, together with robust data management.
* To take responsibility and accountability of delivery against an agreed set of key performance indicators.
* To meet internal and external performance management requirements including weekly, monthly and quarterly reporting targets for a variety of measures.
* Be responsible for ensuring rigorous and regular data inputting to ensure accurate records are maintained in accordance with service level management procedures, to ensure compliance with Information Governance and Data Protection in relation to patient information.
* The post holder is expected to work within the requirements of the 6 C’s – Care, Compassion, Competence, Communication, Courage and Commitment.

**Academy Culture**

* To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships by maintaining a presence around the Academy
* To help develop an academy culture and ethos that is utterly committed to achievement
* To demonstrate a commitment to equality of opportunity for all members of the academy’s community
* To actively promote the academy at all times
* To contribute to discussions at meetings
* To contribute to the writing and implementation of the Academy Improvement Plan
* To be active in issues of student welfare and support.
* To focus on the needs of colleagues, parents and students, being flexible in a busy and sometimes pressurised environment.

**Other**

* To uphold all Academy polices with consistency and diligence.
* Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.

**Performance management**

* To participate in the Academy’s arrangements for performance management, professional development, quality assurance and internal verification.
* General responsibilities
* To have due regard at all times to the Academy’s policies, organisation and arrangements for Health & Safety at Work.
* If a recognised First Aider, to provide First Aid when needed.
* To provide a high quality service to students, parents, visitors and staff, working as a member of a team and providing cover and support to colleagues as necessary.
* To make effective use of the Academy’s technology and procedures, taking care to seek best value in activities that have a financial impact.
* To maintain confidentiality of information acquired in the course of undertaking duties for the academy.
* To undertake such other duties appropriate to the grade of the post as the Principal may from time to

**Context**

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

Signature: ………………………………………………………………..

Print Name: ………………………………………………………………..

Date: ………………………………………………………………..