

Caerphilly County Borough Council Job Description and Person Specification

POST IDENTIFICATION

Post Title:	Healthy Schools Practitioner
Job Evaluation ID:	2082CE
Grade:	8
Directorate:	Environment
Division:	Public Protection
Section:	Environmental Health
Unit:	Healthy Schools
Location:	Ty Pontllanfraith
Responsible to:	Healthy Schools Lead Practitioner and Senior Health Improvement Officer
Politically Restricted:	No
Disclosure and Barring Service Check:	Yes

JOB PURPOSE

Deliver the Healthy Schools accreditation programme in Caerphilly.

Provide advice, support and guidance to schools on the development of a whole school approach to the Healthy Schools Initiative.

Develop guidance documents, advise on curriculum provision and organise/deliver specialist health training.

KEY RESULT AREAS

The post holder will ensure that schools and settings across Caerphilly are supported to achieve measurable and meaningful health and well-being outcomes and achieve accreditation via the Welsh Network of Healthy Schools Schemes.

DETAILED TASK PROFILE

- Deliver the rolling programme of school accreditation visits.
- Develop and implement the Healthy Schools Initiative into Caerphilly schools and settings.
- Develop and maintain local partnerships across organisational boundaries.



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- Organise and attend relevant meetings and participate in multi-agency partnerships.
- Develop, deliver and evaluate Health Promotion programmes in schools.
- Produce and deliver high quality resources, guidance, policies, training and events, which are in line with national and local guidance and requirements, to support settings move through each phase of the healthy schools initiative.
- Provide advice, support and training on health and well-being to schools and partners.
- Support the development and review of relevant strategies and action plans.
- Represent the local authority at local partnerships to maximise the potential for health improvement.
- Maintain and update records to include writing of reports, reviews and presentations on schools achievements.
- Support schools in their achievement of accreditation as healthy schools within the Welsh Network of Healthy Schools Schemes.
- Provide intensive support to schools eligible for the National Quality Award.
- Contribute to the achievement of outcomes identified in the Healthy Schools Improvement Plan, the Health Improvement Team Improvement Plan and the Public Protection Service Improvement Plan.
- Undertake duties within a flexible working day, including participating in out of hours and weekend work as necessary.

KEY WORKING RELATIONSHIPS

- Work closely with other members of the Healthy Schools Team and the Health Improvement Team.
- Maintain and develop strong professional relationships with school staff in particular the lead teacher for Healthy Schools.
- Work in consultation with a range of key partners including colleagues in Education, Aneurin Bevan Health Board, Public Health, Youth Service, Regeneration, Police, School Nursing Service, Health Challenge Caerphilly, the Voluntary Sector and other support agencies.
- Liaise with other Healthy Schools Practitioners within the Welsh Network of Healthy Schools.

RESPONSIBILITIES FOR STAFF

N/A

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Contribute to the monitoring of the Healthy Schools budget and identify, purchase and distribute appropriate resources related to health education in schools and settings.

Data Systems

- Maintain and update records for school files.
- Develop action plans and produce reports.
- Provide information to display on partner websites.
- Update WNHSS database.

WORKING ENVIRONMENT

- Predominately based at Ty Pontllanfraith Council Offices.
- Frequent travel to schools and settings, and partnership/networking meetings across Caerphilly County Borough.
- Travel to meetings and training events across Wales.

ORGANISATIONAL RESPONSIBILITIES

- Understands and demonstrates the principles of confidentiality.
- Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.
- Understands and demonstrates commitment to the Council's Equal Opportunities policies.
- Demonstrate commitment to ongoing personal development.
- The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATION	Relevant professional qualification at degree level in education or a health related field	Postgraduate qualification in education or health promotion
KNOWLEDGE	<p>Knowledge of health promotion within schools</p> <p>An understanding of the education system and the policy agenda that impacts on schools</p> <p>Knowledge and experience of working in a multi-agency partnership role</p>	Knowledge of health promotion theory and practice
SKILLS	<p>Excellent verbal and written communication skills</p> <p>Ability to work precisely and effectively under pressure</p> <p>Ability to motivate and inspire others</p>	Ability to communicate effectively in the medium of Welsh
EXPERIENCE	<p>Experience of working in a school or in partnership with schools</p> <p>Experience of working in a health related field or in partnership with a health related field</p> <p>Evidence of Continuing Professional Development</p>	<p>Experience of working effectively within a team environment</p> <p>Experience of delivering and assessing an accredited scheme</p>
OTHER	<p>Flexibility to work out of hours when required</p> <p>Ability to travel around the Borough and access to a vehicle for work purposes</p>	

COMPETENCY FRAMEWORK

CORE COMPETENCIES

AREA OF COMPETENCE	COMPETENCIES
Job Knowledge	Level 3: Confident and comfortable to effectively share knowledge and expertise with others in the team e.g. shares information where there are a number of potential outcomes and draws on knowledge and previous experience to make recommendations on the best course of action to take and can evidence success.
Communicating & Persuading	Level 4: Understands the barriers to effective communication and overcomes them. Anticipates questions or issues that may be raised and considers appropriate responses. Overcomes objections by persuasion and negotiation. Uses a variety of influencing styles. Build effective networks across the organisation and/or with external partners.
Customer Service	Level 4: Able to negotiate between customers and other colleagues to find a way of meeting customer expectations. Supports others to improve customer service delivery and customer relationships. Works as a member of the team to deliver seamless customer service. Deals with complex customer issues to a successful resolution.
Innovation & Change	Level 3: Identifies and implements new ways of doing things in role to impact positively. Is involved with improvements of processes and procedures within the scope of the role. Supports department with personal commitment in implementing change.
Problem Solving	Level 2: Builds a logical approach to address operational problems or difficult situations. Uses acquired knowledge and skills within the work area. Breaks the problem down into manageable parts and calls upon wider expertise where necessary. Ensures solution is fit for purpose. Makes suggesting for solutions to manager where appropriate.
Decision Making & Judgement	Level 3: Takes a balanced open minded and objective approach to decision making. Consults with those concerned. Accepts accountability for decisions. Identifies pros and cons and makes decision based on available data. Makes decisions even in times of changes, challenges and ambiguity.
Planning & Organising	Level 3: Produces written plans for self and /or others. Provides advice to others on prioritising workloads. Identifies and uses milestones and deadlines to ensure work stays on course. Revises plans when priorities change
Personal Drive & Effectiveness	Level 3: Effectively manages own continuing professional development. Transfers learning from one situation to another. Stays positive when faced with difficulties. Actively works to overcome obstacles. Supports others in developing resilience. Pays attention to detail without losing sight of the bigger picture. Encourages and contributes to the achievement of results of self and others.
Teamwork	Level 4: Develops others to maximise performance. Resolves conflict within the team should it arise and challenges inappropriate behaviour in the team. Regularly meets to inform, communicate and develop the team. Expresses clear and achievable expectations of others.

MANAGEMENT COMPETENCIES

AREA OF COMPETENCE	COMPETENCIES	COMPETENCIES (POST BAR) (ONLY COMPLETE FOR POSTS WITH BARRED PROGRESSION)
People	NA	
Political Understanding	NA	
Leadership	NA	
Resources & Performance	NA	

HEAD OF SERVICE:	Robert Hartshorn	DATE:	21/08/2014
MANAGER:	Ceri Edwards	DATE:	20/08/2014
HR:	Richard James	DATE:	30/10/2012

POST REVIEW

OFFICER:	Janine Harrington	DATE:	04/09/2014
OFFICER:		DATE:	
OFFICER:		DATE:	