



Job Description

Job Title: Team Leader – Healthy Weight and Oral Health

Base: Waltham Forest

Reports to: Service Manager

Salary: £32,016 - £36,055

Band: E

Working Hours: 37.5 per week

Job Purpose: To manage the healthy weight and oral health service as part of the new HENRY High Impact Team in London Borough Waltham Forest. The Team will improve health outcomes for young children and reduce health and social inequalities by providing access to early intervention and prevention in 4 key areas: infant feeding; healthy weight; oral health; and speech and language development.

Key Responsibilities:

1. Management of healthy weight and oral health service
2. Ensuring high-quality delivery of services to families, value for money, continuous improvement and learning
3. Ensuring the efficient and effective delivery of high-quality training and support to staff working with babies, young children and their families
4. Supporting the development of new products, systems and processes for high quality delivery and assessment
5. Monitoring, tracking and measuring outcomes and impact of all aspects of service delivery

1. Management of healthy weight and oral health service

- Provide strong leadership to both ensure the service is delivered in accordance with planned milestones and targets and to respond to the needs of families, commissioners and stakeholders.
- Build and maintain relationships with local children and family centres (CFCs), health professionals and stakeholders to foster a partnership and whole-system approach which places families at the heart.
- Provide on-going management support and clinical supervision for practitioners in accordance with HENRY's supervision, appraisal and employment policies to enable optimum staff performance and development.
- Ensure best practice support and supervision for HENRY volunteer Best Start Mentors and healthy weight champions in CFCs.
- Ensure team members and volunteers are trained appropriately in safeguarding, adhere to Waltham Forest safeguarding procedures and HENRY safeguarding policy.

2. Ensuring high-quality delivery of services to families, value for money, continuous improvement and learning

- Liaise with CFC leads to support effective timetabling of activities for families.
- Promote public health events and campaigns and ensure parents are aware of the support available in CFCs and online information.
- Oversee and/or deliver workshops and drop-in sessions to equip parents with the knowledge, skills and confidence to enable their children to maintain a healthy weight and avoid tooth decay.
- Oversee and/or deliver two nutritional assessment and brief advice drop-in sessions each week in each CFC area and refer families to the community dietetic service for specialist support with complex feeding issues etc.
- Oversee and/or deliver structured HENRY interventions for families of young children at risk of long-term obesity.
- Work with the national HENRY Quality Team to ensure provision of high-quality support and learning.
- Analyse evaluation and feedback data and use the learning to identify service improvements and innovation.

3. Ensuring the efficient and effective delivery of high-quality training and support to staff working with babies, toddlers and young children

- Oversee and deliver training for early years and health practitioners to equip them with the skills, knowledge and confidence to promote a healthy family lifestyle, using evidence-based behaviour change approaches and consistent key messages in relation to healthy nutrition, activity and oral health.
- Ensure training and support for at least two Healthy Weight Champions and two Oral Health Champions in each CFC cluster to embed effective support for healthy eating, physical activity and oral health in early years settings.
- Develop and support healthy weight frameworks and organisational policies in all CFCs and encourage all PVI settings to meet minimum healthy early years requirements.
- Work with school nurses and schools to ensure consistent key messages in relation to healthy nutrition, activity and oral health when children start school and to respond effectively to families identified through the National Child Measurement Programme as needing additional support.
- Oversee and deliver healthy weight and oral health training for foster parents of looked-after children under 7 years.

4. Supporting the development of new products, systems and processes

- Develop in-house healthy weight champion accreditation and establish a network of champions across all settings.
- Work with HENRY's national Research and Development Team to design, pilot and implement healthy weight and oral health workshops and evidence-based programmes and establish QA processes.
- Work with HENRY's national Research and Development Team to develop nutritional guidance, healthy weight and oral health resources for use by early years staff and CFC champions, including flyers, posters and evidence-based materials.
- Contribute to local strategy and service development in relation to healthy weight and oral health promotion.

5. Monitoring, tracking and measuring outcomes and impact of all aspects of service delivery

- Ensure all services are monitored and tracked to provide evidence of outcomes using agreed protocols.
- Gather benchmarking information and measure outcomes and impact in relation to the following targets:
 - a. reduction in rates of overweight and obesity in reception pupils by 2022
 - b. reduction in frequency and severity of tooth decay in children under 5
 - c. increase in number of children over 2 years registered with a dentist and having regular checks at least every 12 months

6. General duties for all staff

- Build respectful relationships, understanding the impact of your behaviour on others and being willing to adapt it when necessary.
- Work effectively as a member of the team by consulting and sharing information with colleagues, managing your time to meet deadlines and preparing for meetings.
- Maintain clear and accurate records.
- Communicate effectively with partners.
- Comply with all organisational policies and procedures.
- Support own development through on-going reading, research and supervision.
- Other duties and responsibilities as negotiated with the post holder.

Person specification

	Essential	Desirable
Qualifications	<p>Registered as a Dietitian with the Health & Care Professions Council</p> <p>Degree in Nutrition and Dietetics or equivalent post graduate qualification</p> <p>At least one Postgraduate Paediatric Dietetic Module</p>	<p>Member of BDA Paediatric Group</p> <p>Post Graduate qualification</p> <p>Qualification in oral health promotion/education or equivalent</p> <p>Qualification in Adult Education</p>
Experience	<p>Post registration experience working in general dietetics and consolidated experience covering paediatrics</p> <p>Undertaking clinical audit and measuring outcomes/impact</p> <p>Providing clinical supervision</p> <p>Multi-disciplinary/partnership working</p> <p>Working in a community setting with groups and individuals</p> <p>Working with disadvantaged groups</p>	<p>Oral health promotion</p> <p>Delivering interactive training to practitioners and parents</p> <p>Different teaching styles i.e. 1-to-1, group, organisational</p> <p>Working with children and families with special needs and disabilities</p> <p>Supporting volunteers</p> <p>Managing safeguarding concerns and supporting team members with safeguarding issues</p>
Knowledge	<p>Evidence-based and reflective practice in relation to healthy nutrition for the under 5s</p> <p>Public health and early years policy</p> <p>Role of Community Dental Health</p> <p>Understanding of children's centre aims and activities</p> <p>Understanding of local health needs</p> <p>Knowledge and understanding of safeguarding policies and procedures</p>	<p>Evidence-based oral health promotion for the under 5s</p> <p>Measuring outcome and impact in relation to key indicators</p> <p>Developing and implementing evidence-based health education programmes</p> <p>Fluent in one or more community language(s)</p>
Skills and attitudes	<p>High motivation to contribute to HENRY's work</p> <p>Strategic thinker with ability to innovate and develop creative solutions</p> <p>Commitment to excellence in service design, management and delivery</p> <p>Empathic and non-judgemental approach to work with children and families</p> <p>Excellent communication and presentation skills (verbal, written and IT)</p>	

	<p>Ability to motivate others, share feedback and inspire excellence</p> <p>An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture</p> <p>Excellent interpersonal skills – able to build effective relationships with multi-agency staff at different levels of seniority</p> <p>Willingness to work flexibly, including evenings and weekends as required, to reach families</p> <p>Committed to upholding diversity and equality of opportunity principles</p>	
Ability	Able to travel and work across the London Borough of Waltham Forest	

It is the responsibility of individuals registered with a professional body to:

- act within the professional body's Code of Practice
- maintain their work profile and ensure revalidation standards are met
- assist junior registered staff in achieving revalidation
- contribute to and participate in the development of nurses and nursing practice through leading projects and supporting training
- ensure optimum use of working time

Note: This post requires a satisfactory DBS check

Job Dimensions

This role is paid on Band E.

Roles in this band are expected to perform to the level outlined in the table against the job dimensions (and aspects of those dimensions) below:

Dimensions		A	Band B	Band C / D*	Band E / E2**	Band F	G	Band H
		Assistant	Administrator	Sr Admin/ Coordinator/ Officer/ Senior Officer	Manager	Senior Manager	Deputy CEO	CEO
Decision making, autonomy, achieving results	Planning		Has a clear plan to manage mostly day to day activities, with occasional longer-term planning.	Creates a plan to deliver mostly short term, monthly activity, with occasional longer-term planning for some tasks or projects.	Creates a plan to deliver mostly medium term and annual activity.	Responsible for long term strategic planning.		Leads on long term strategic planning.
	Decisions		Makes decisions that impact mostly on day to day activities with occasional longer-term impact.	Gathers and provides information and recommendations to support decisions of senior staff.	Makes decisions for defined project /business area based on analysis of complex information.	Takes strategic decisions by actively assessing information needed in given situation, making connections between facts not readily obvious & identifying key issues in complex problems.		Long term high impact decisions based on complex info, forecasting future change, taking calculated risks, questioning existing assumptions.
	Achieving Results		Maintains effectiveness when dealing with multiple tasks.	Maintains effectiveness when dealing with multiple tasks & identifies priorities.	Leads on & is accountable for identified project/business area and budget. Perseverance and determination to deliver. Energises self and others to deliver priorities.	Leads on & is accountable for key aspect of business plan & budget. Drives improved & sustainable results.		Leads on and is accountable for delivery of business plan.

Dimensions		A	Band B	Band C/D*	Band E	Band F	G	Band H
		Assistant	Administrator	Sr Admin/ Officer/ Senior Officer/ Coordinator	Manager	Senior Manager	Deputy CEO	CEO
People & resource management	People Management		Uses 121's & seeks feedback to develop and improve personal results.	Provides appropriate coaching and support for staff & volunteers as part of line management and/or supervision.	Identifies & addresses formal performance issues for staff in lower bands.	Identifies & addresses formal performance issues for staff in lower bands.		Identifies & addresses formal performance issues for staff in lower bands.
	Resources incl equipment & premises		Procures & uses resources to achieve optimal results.	Analyses and recommends best value for resource procurement & usage.	Is accountable for resources for identified project/business area.	Leads on & is accountable for resources relating to key aspect of business plan.		Responsible for overview of all resources required for delivery of business plan.
	Change		Adapts positively to changing priorities.	Adapts positively to changing priorities.	Understands and supports others to adapt to changing priorities.	Drives implementation of changing priorities positively & develops team to do same.		Conceives & drives implementation of changing priorities.
Communications & influencing people	Communication		Presents info clearly & concisely, in style appropriate to situation.	Presents info clearly & concisely, in style appropriate to situation and supports others to do so	Considers who will benefit from which information, communicates persuasively and appropriately to different audiences.	Comprehensively analyses & communicates a broad range of business & market info to influence internal & external decisions.		Responsibility for holding overall positioning & presentation of HENRY.

Dimensions		A	Band B	Band C/D*	Band E	Band F	G	Band H
		Assistant	Administrator	Sr Admin/ Officer/ Senior Officer/ Coordinator	Manager	Senior Manager	Deputy CEO	CEO
	Influence		Influences external suppliers	Influences external suppliers and internal decision makers.	Influences internal & external decision makers. Delivers presentations to small to medium audiences at senior level.	Influences senior internal & external decision makers. Delivers presentations to large audiences at senior level.		Influences national policy.
Impact & key relationships	Impact		High impact on day to day smooth running of HENRY.	High impact on short term/monthly smooth running of HENRY, with occasional longer-term impact	High impact on medium term operational delivery & income generation.	High impact on organisational development & sustainability.		High impact on strategic direction.
	Relations hips	Identified by role.						
Self-management	For every role	Builds relationships based on respect for others. Able to manage emotions, and bring flexibility and self-awareness to role. Takes responsibility for contributing to the overall aims & values of HENRY.						

***Note on Bands C and D** - Roles for which job dimensions are categorised in the 'Band C / D' column above will normally be banded and paid on Band C. If the role requires any in-depth specialist knowledge and/or skills that are essential for the role and for which training would not normally be provided as part of routine induction then the role will normally be banded on Band D. This only applies where specialist in-depth knowledge and expertise has been gained through significant experience and/or qualification(s) e.g. training delivery, finance and accounting, website design and construction.

****Note on Bands E and E2** – The Job Dimensions for these Bands are the same, but the E2 pay band is used for service delivery management roles with responsibility for multiple projects and/or teams.

Note on Other Bands - For other bands, where the above definition of specialist knowledge and/or skills applies, the role may occasionally be paid at a band higher than would normally be the case based on job dimensions alone. This will only exceptionally be the case, it would be based on a business-need, and the decision is at the sole discretion of the CEO.