



Delivering the National School Breakfast Programme

JOB DESCRIPTION

Job title: School Partner

Service: National School Breakfast Programme

Salary: Grade 3 Point 20 – 23

Hours: 29.4 - 37 hours per week

Location: Homebased with extensive travel across Liverpool

Responsible to: Team Manager

Summary of job:

Family Action, in partnership with Magic Breakfast deliver the National School Breakfast Programme, funded by Department for Education. Based on the successful model developed by Magic Breakfast, working with schools across the country, the programme supports the development of breakfast provision in schools to deliver healthy breakfasts with the goal that no child starts the school day too hungry to learn. Working closely with colleagues across Family Action and Magic Breakfast, School Partners work directly with schools in their geographical area to facilitate the successful set up and delivery of the school programme and integrity of the National School Breakfast Programme model.

Key tasks and responsibilities:

1. Evidence daily in all work undertaken the objective of the programme that 'no child is too hungry to learn'.
2. Effectively and efficiently deliver the School Breakfast programme, in line with the tried and tested Magic Breakfast model, with schools in a given area, being the main point of contact and actively managing the relationship to ensure that schools feel supported and able to optimise breakfast provision in order to reach every child at risk of hunger and ensuring breakfast is a valued and integral part of the school day.
3. Share knowledge, ideas, feedback and evidence of good practice with schools to inspire and encourage ongoing improvement of breakfast provision.
4. Work in close partnership with the breakfast staff and colleagues in the programme to collect and evaluate data to evidence the impact of delivering breakfast provision.
5. Carry out timely and effective reviews of breakfast provision with each school which may involve discussions with key school staff, parents and pupils and support them to overcome challenges and barriers, applying confidence and innovation.

6. Provide support to schools to better engage with children/young people, parents/carers and the wider school community to optimise the take up and fully address hunger within the school.
7. Maintain regular contact with schools, respond swiftly and efficiently to queries and concern, fostering a trusting and confident relationship.
8. Develop a good understanding of targets, KPI's and milestones, in line with the delivery plan. Liaise with the Business Support & Logistics Officers and other programme staff as required to ensure data is collected and submitted as required to evidence performance and progress against contractual targets.
9. Monitor school progression through the school journey, and highlight any concerns at the earliest stage to ensure appropriate action planning is initiated.
10. Provide an effective communication channel between schools, Team Managers, Regional Managers and senior managers.
11. Attend regular team meetings and share ideas and experiences to promote best practice and develop a cohesive and supportive team, all striving to evidence the objective of the programme that 'no child is too hungry to learn'.

Safeguarding:

12. As part of this role, you will be required to engage directly with children/young people and pupils a portion of which may be unsupervised.
13. Take appropriate action and appropriately share information if a pupil or member of staff directly share information which could lead to safeguarding concerns.
14. Demonstrate an understanding applicable to your role, and complying at all times with Family Action's and Magic Breakfast's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

Organisation:

15. Actively take part in Family Action's formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback and direction as part of a process of continuous improvement. Take responsibility for your own professional development.
16. Contribute to the growth and development of the organisations by gaining a working knowledge of Family Action's and Magic Breakfast's portfolio of services and proactively marketing the organisations and services to commissioners and funders. Support the Business Development and Fundraising teams by contributing knowledge and information to bids and grant applications as required.
17. Implement Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, partners, schools and other members of the community.

18. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
19. Demonstrating Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services
20. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

Education and Experience

1. Preferably educated to degree level or relevant professional qualification.
2. Experience of working in an educational setting or in partnership with schools or other educational providers and knowledge of how schools operate is essential. Evidence of a commitment to continuing learning and professional development.
3. Experience of being first point of contact and providing high quality support
4. Experience of working remotely, across a wide geographical area with a wide range of stakeholders.
5. Demonstrable experience of influencing, negotiating, and presenting the case for change.
6. Appropriate awareness / understanding of the importance of child health and nutrition.
7. Experience of collecting information, summarising findings and writing and presenting reports which evidence impact.

Skills

8. Excellent interpersonal skills including the ability to engage, influence and persuade a range of audiences including pupils, headteachers and senior school leaders, pastoral and breakfast staff in schools. Proven ability to develop and sustain relationships with colleagues, partners and stakeholders. Ability to engage with children/young people, parents/carers and the wider school community.
9. Demonstrable ability to prioritise, plan, organise and manage a varied workload, in order to meet targets, while addressing challenges efficiently and promptly with excellent IT skills, experience of using Microsoft office packages and ability to input information into a database.
10. Ability to problem solve, applying creativity and innovation.
11. Ability to work as part of a dispersed team and to make an effective contribution.
12. Ability to apply safeguarding procedures appropriate to your role.

Commitment

13. A commitment to the growth and development of the programme and of the organisations
14. A commitment to apply Family Action's and Magic Breakfast's policies and procedures in every aspect of daily work including Health and Safety, Data Protection, Safeguarding of children and vulnerable adults.
15. A commitment to equality of opportunity, and the ability to creatively apply equal opportunity principles to service provision and employment
16. Ability to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach

c) Striving for excellence in everything we do

d) Having mutual respect for everyone we work with, work for and support through our services

17. Use of own car, full driving licence and ability to travel extensively across the region.

Willingness to work flexibly to support the success of the programme, including availability at breakfast time multiple times per week as necessary.