**Job Description**

**Healthy Schools Officer**

**Main purpose**

The post-holder will support the planning, co-ordination, and evaluation of the Cambridgeshire and Peterborough Healthy Schools Service with a specific focus on the delivery of Catch Your Breath - the smoking and vaping schools-based programme.

**Summary of responsibilities and duties**

Support the Healthy Schools Coordinator to ensure the Health Schools Service is of high profile and there is strong awareness of the multi-agency work involved.

* Work collaboratively with partner organisations to ensure consistent service delivery is implemented, both strategically and operationally.
* Be responsible for the promotion and delivery of Catch Your Breath - the youth smoking and vaping programme across Cambridgeshire and Peterborough and work collaboratively with external specialist services.
* Be an ambassador for the service; develop and maintain professional links with key partners / stakeholders, community groups / networks and forums~~,~~ to continue and further develop the multi-agency approach to working which has been established.
* Contribute to the development of a comprehensive directory of up-to-date evidence based information as well as resource and activity material which schools can use to support the implementation of the Health Education curriculum.
* Assist schools to self-assess their provision of Health Education through the completion of a Health Profile and to signpost to quality assured services for support.
* Facilitate schools to become ‘Healthy Schools’ accredited establishments through identifying their achievements as well as key areas for development.
* Deliver and be accountable for the achievement of an agreed set of KPIs - particularly for the Catch Your Breath young people’s smoking and vaping programme -that contribute to the achievement of total KPIs across the Healthy Schools programme.
* Ensure a commitment to equal opportunities is reflected at all stages of project planning, implementation, delivery and evaluation, in line with agreed service standards.
* Take an active part in extending professional knowledge and assist colleagues with ongoing skill development.
* The post holder is expected to work within the requirements of the 6 C’s – Care, Compassion, Competence, Communication, Courage and Commitment.

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**Healthy Schools Officer (Cambridgeshire & Peterborough)**

**Person specification**

**Skills and abilities**

* Ability to motivate and support schools to achieve engagement with the Healthy Schools Service.
* Excellent written, verbal, non-verbal communication and presentation skills.
* Effective communication skills with children and young people, parents and carers.
* Ability to work collaboratively and sensitively with a range of school staff and partner organisations.
* Planning and organisational skills, with the ability to set objectives, prioritise, provide sound judgement and decision-making, often within tight timescales.
* Good interpersonal skills, with proven ability to work effectively with all levels of colleagues, including effective partnerships with other agencies and service providers.
* Proven problem-solving and decision making skills with the ability to exercise sound judgement.
* Ability to work collaboratively as part of a multi-disciplinary team, valuing the contribution of others.
* Ability to work independently using own initiative, as well as a highly effective team member to ensure successful outcomes.
* Respect for other people – regardless of background or circumstances.
* Ability to respect confidentiality and to work flexibly with a “can do” attitude.

**Knowledge**

* Knowledge of the challenges to achieving health improvement with school children and their families.
* Knowledge of the statutory guidance for Health Education and the standards of the OFSTED framework.
* Experience of working with children and their families in a variety of settings.
* Computer literate and able to use databases, social media and on-line conferencing platforms.
* Knowledge and understanding of Child Protection and Confidentiality.
* Knowledge and understanding of the Data Protection Act and Information Governance.

**Experience**

* Essential - experience of working within a school setting, specifically with KS3 and 4 students.
* Experience in promoting health improvement services and campaigns.
* Use of behaviour change models within a work context.
* Experience in building, developing and maintaining effective relationships with key stakeholders and a diverse range of groups, organisations and agencies.
* Evidence of implementing changes to achieve an improved outcome in relation to the health and /or education of others.
* Experience of working to time managed performance targets and the achievement of these.
* Experience of training and the delivery of courses.
* Experience and proficiency in using Microsoft 365 particularly Forms, Excel and Powerpoint.

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**Healthy Schools Officer (Cambridgeshire & Peterborough)**

**Qualifications and registrations**

* Diploma or degree of Higher Education (essential)
* Training qualification

**Special conditions**

* Highly motivated self-starter with resilience, determination and the ability to see tasks through to completion.
* The role requires a variable level of travel across Cambridgeshire and Peterborough and work in a variety of settings.
* Driving License and access to a car with ‘business insurance’ for work.
* Flexibility to support the Integrated Lifestyle Service in Cambridgeshire, as business requires.
* Evidence of a personal commitment to continuing professional development and to maintaining up-to-date professional knowledge.
* This post involves working with children and young people / and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).

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**Healthy Schools Officer (Cambridgeshire & Peterborough)**

**Person specification**

**Skills and abilities**

* Ability to motivate and support schools to achieve accreditation.
* Excellent written, verbal, non-verbal communication and presentation skills.
* Good communicator with children and young people, parents and carers.
* Ability to work collaboratively and sensitively with a range of school staff and partner organisations.
* Planning and organisational skills, with the ability to set objectives, prioritise, provide sound judgement and decision-making, often within tight timescales.
* Good interpersonal skills, with proven ability to work effectively with all levels of colleagues, including effective partnerships with other agencies and service providers.
* Proven problem-solving skills and ability to be flexible, and exercise sound judgement and decision-making.
* Ability to work as part of a multi-disciplinary team, valuing the contribution of others.
* Ability to work independently using own initiative, as well as a highly effective team member, working collaboratively to ensure successful outcomes.
* Flexible and adaptable approach to working, with a “can do” attitude.
* Value and respectful of other people – regardless of background or circumstances.
* Able to respect confidentiality.

**Knowledge**

* Sound knowledge of challenges to achieving health improvement of school children and their families.
* Knowledge of the statutory guidance for Health Education and the standards of the OFSTED framework.
* Experience of working with children and their families in a variety of settings.
* Computer literate and able to use databases, social media and on-line conferencing platforms.
* Knowledge and understanding of Child Protection and Confidentiality.
* Sound knowledge and understanding of the Data Protection Act and Information Governance.

**Qualifications and registrations**

* Diploma or degree of Higher Education (essential)
* Training qualification

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**Healthy Schools Officer (Cambridgeshire & Peterborough)**