

Job Title:	Clinical Team Leader – Specialist School Nursing Team
Reports to (job title):	Deputy Head of Service
Line Manager to:	N/A

## Job purpose

The post holder will have continuing overall responsibility for the day-to-day clinical and operational management of the Specialist School Nursing Service for the designated schools.

Ensures the delivery of an effective and appropriate service that is provided through a team of skilled practitioners who deliver clinical and non-clinical support to children and young people in school. This includes safeguarding advice in conjunction with the Named Nurse for Safeguarding.

Practice within all the NMC Professional Codes and Standards and the Children and Family Health Surrey (CFHS) policies and procedures

Promote effective user and public involvement in the development and delivery of services.

Ensure an equitable evidence-based service, which is underpinned by the pillars of clinical governance, which is effective, efficient and makes best use of resources available.

Establish excellent working relations with partners in Education and Social care.

## Base

Your clinical work will be undertaken in one of the four quadrants of Surrey, with exact locations to be confirmed according to availability and your preferences. The possibility of negotiating a different base and clinical patch Surrey may be considered.

HCRG Care Group is a flexible-first employer, whilst you will have an office base, our teams are agile and work in flexible/hybrid arrangements.

## Key responsibilities

### Communication & Interprofessional Collaboration

- Communicates sensitive and complex information effectively to a wide range of audiences, including staff, families, professionals, and partner agencies.

- Uses persuasive and negotiating skills to overcome barriers to understanding.
- Ensures internal communication is effective across teams and with management.
- Represents the profession in strategic discussions, decision-making, and governance activities.
- Advises on professional perspectives in relation to clinical governance, quality standards, NICE guidelines, and service delivery.
- Builds and maintains partnerships with internal leaders and external organizations including universities and regulatory bodies.

## Strategic Analysis & Professional Judgment

- Leads analysis of service data to inform planning, resource allocation, and service improvements.
- Investigates incidents, complaints, and complex cases, applying professional judgment to develop action plans.
- Monitors workforce skill mix and capacity to support service equity and efficiency.
- Stays updated on national guidance and policy, translating it into practice.

## Leadership, Workforce & Development

- Oversees appraisals, PDPs, clinical supervision, and training compliance for all staff.
- Leads recruitment, retention, and induction efforts across professional teams.
- Provides expert advice on CPD needs, competencies, and disciplinary matters.
- Promotes professional development and innovation in roles and practice.
- Supports staff in addressing performance concerns with sensitivity and professionalism.

## Health, Safety, Equality & Governance

- Promotes and ensures compliance with health, safety, and security protocols.
- Manages incident reporting and risk assessments in line with Trust policies.
- Upholds data protection, confidentiality, and equality and diversity principles.

## Policy, Service Improvement & Quality

- Develops and implements policies and clinical guidelines aligned with evidence-based practice.
- Leads or contributes to service evaluations, audits, and redesign efforts.
- Facilitates integration with education, social services, and local/national initiatives.
- Ensures patient and public involvement in service development.

## Research, Audit & Information Management

- Leads clinical audit and supports research aligned with governance priorities.

- Ensures accurate recording and interpretation of clinical and operational data.
- Facilitates use of IT systems and staff training in digital tools.
- Advises on data coding, analysis, and outcome-focused service delivery.

## Clinical Care & Safeguarding

- Maintains a clinical role (approx. 60% clinical, 40% leadership) to support complex care needs.
- Provides specialist guidance on treatment plans, emergency situations, and safeguarding.
- Promotes care initiatives such as Essence of Care and Every Child Matters.
- Enhances care pathways and supports development of extended roles.

## Resource & Financial Management

- Manages delegated budgets, ensures cost-effective use of resources, and oversees procurement.
- Ensures staff are trained and competent in the use of specialist and high-cost equipment.
- Participates in business development and contributes clinical expertise.

## Service Planning & Delivery

- Leads service planning and resource allocation based on population and service needs.
- Supports transformation, innovation, and continuity of care across specialist school nursing services.
- Plans and evaluates care to meet children's complex needs in educational settings.

## Team Management & Supervision

- Allocates work based on team skills and developmental needs, offering regular feedback.
- Contributes to recruitment and workforce planning.
- Supports individual and team development via appraisal and performance review.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- **Qualifications:** Registered Nurse (Children's, LD, or Adult); mentorship qualification (ENB 998 or equivalent); clinical supervision facilitator; Master's degree or equivalent experience; management/leadership qualification.
- **Professional Experience:** Experienced specialist practitioner; staff and service management; evidence of CPD; clinical audit and service development experience.
- **Knowledge & Skills:** Strong understanding of community health services, nursing workforce issues, health & safety, and risk management. Broad clinical skills, team leadership, effective workload management, and ability to prioritise and delegate.
- **Communication & IT:** Excellent interpersonal, verbal, and written communication; computer literate.
- **Personal Attributes:** Judgement, resilience under pressure, flexibility, reliability, assertiveness, innovation, and commitment.
- **Other Requirements:** Ability to travel within the county; ability to work across professional boundaries; occasional moderate physical effort.

### Desirable

- Qualification in clinical audit and/or clinical research.
- Child protection supervisor.
- Masters degree or equivalent experience gained by undertaking on- going personal development and training.
- Ability to interpret and illustrate data
- Experience of involvement clinical practice development /guideline development
- Experience of undertaking clinical research