

Job Description

For Non-Streamlined Safeguarded Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Early Years Adviser	I JEID
Salary Grade:	Soulbury 3-9	
Team:	Education Services Team	
Service Area:	Education Services	
Primary Location:	Saltisford Office Park	
Political Restriction	This position is not politically restricted.	
Responsible to:	Senior Officer Early Years	
Responsible for:	Early Years Advisory Practitioner	

Role Purpose

To assist the Local Authority in meeting its statutory responsibilities relating to performance and safeguarding in Early Years provision

Role Responsibilities

To perform the LA statutory duties:

- To work with underperforming settings, schools and childminders, who have received Requires Improvement or Inadequate Ofsted judgements, and to challenge and monitor progress in these vulnerable settings across the county. To keep accurate records of this support.
- To undertake a lead role in ensuring robust improvement plans are in place for these underperforming settings
- Ensure that the local authority statutory functions are met relating to the safeguarding of children aged 0 -5, and respond to Early Years safeguarding issues as required
- Any other relevant duties as requested in line with service need.

To perform the duties of an LA adviser:

- To take a role in analysing and interpreting Early Years performance data for all Early Years settings across the county, to support schools and settings to address key actions and recommendations, in order to develop quality and secure better outcomes in Early Years provision.

- To provide information and reports to support the Early Years Board, and to monitor and quality assure the impact of any LA commissioned support where appropriate, including the Early Years Teaching School, LLEs etc.
- To work with partner agencies (including Health, Public Health, IDS, Police) to develop Early Years focussed integrated services across the county including 2-2.5 Year Reviews, Ready for Reception policies.
- To promote system leadership and setting to setting support, to enable settings to work collaboratively together, focusing on improving early years outcomes for children across the county
- To liaise with the Early Years Sufficiency Team, share relevant information about underperforming settings, evaluate the effectiveness of the agreed support and contribute to the selection of Early Years providers on school sites
- Be fully aware of legislative and Government guidance relating to early years educational developments at both a national and local level
- Act as the LA's link contact with Ofsted for all relevant Early Years matters and attend quarterly regional meetings for West Midlands leads
- Contribute to the LA's work in supporting children missing education, and children deferring or delaying entry to school
- Liaise with the Education Assessment Team in relation to EYFSP and moderation, including advising on moderator recruitment
- Provide advice in relation to early years safeguarding, working closely with the Education Safeguarding Manager and LADO where appropriate, and ensure an annual safeguarding audit is undertaken by all funded settings, including childminders.
- Attend Position of Trust meetings and Serious Case Reviews when needed
- Advise head teachers, governing bodies, Early Years managers and childminders on matters relating to Early Years improvement
- Work strategically alongside a range of internal partners and attend relevant team meetings
- Develop and sustain appropriate channels to communicate effectively with the Early Years sector
- Make recommendations regarding future early years development to the team manager

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Minimum of 5 years teaching experience within an Early Years context	A
At least 3 years in a middle or senior management position within a school or early years setting	A
A track record of raising standards and a good knowledge of education improvement strategies	A
Degree level or equivalent within a relevant area	A
Qualified Teacher Status	A
Thorough understanding of current safeguarding legislation and ability to advise schools and settings on good practice and challenge poor practice	A,I
Knowledge and understanding of the work of the Education Services Business Unit and its links with other directorates and corporate plans and policies	A,I
Ability to use ICT to support own work	A,I
Knowledge and understanding of recent legislation as it affects education and Early Years issues, and the ability to implement this	A,I
Knowledge and understanding of the Ofsted inspection framework	A,I
Ability to analyse educational outcomes/performance data and implement challenge as required	A,I
Excellent verbal and written communication skills	I
Ability to manage change and to motivate and encourage others	A,I
Ability to manage conflict	A,I
Ability to manage meetings	A,I

Evidence of recent and relevant professional development	A
Ability to work effectively whilst dealing with complex and multiple pressures and deadlines	A,I
Ability to see and make links across the Council and other organisations.	A,I
Ability to analyse issues and set priorities	A,I
Ability to understand the needs of service users and recognise the rights of children and young people	A,I
Ability to relate to people in a wide range of situations	A,I
Effective interpersonal skills. Awareness of and commitment to equal opportunities issues	A,I
Must be prepared to work evenings and occasional weekends as required	A,I
Must be flexible in approach	A,I

Desirable Criteria

Assessed By:

Experience of working within a local authority	A
Experience of advising early years practitioners and teachers	A
Willingness to attend training events away from home if necessary	A
Experience of working as an Ofsted inspector within the Early Years sector	A
Experience of working as a Local Authority moderator	A

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children or Vulnerable Adults an Enhanced DBS check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Council's Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

<p>The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.</p>	
Provision of personal care on a regular basis	Driving HGV or LGV for work
Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	✓ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
Working at height/ using ladders on a regular/ repetitive basis	Restricted postural change - prolonged sitting
✓ Lone working on a regular basis	Restricted postural change - prolonged standing
Night work	Regular/repetitive bending/ squatting/ kneeling/crouching
Rotating shift work	Manual cleaning/ domestic duties
Working on/ or near a road	Regular work outdoors
✓ Significant use of computers (display screen equipment)	✓ Work with vulnerable children or vulnerable adults
Undertaking repetitive tasks	Working with challenging behaviours
Continual telephone use (call centres)	Regular work with skin irritants/ allergens
Work requiring hearing protection (exposure to noise above action levels)	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
Work requiring respirators or masks	Work with vibrating tools/ machinery
Work involving food handling	Work with waste, refuse
Potential exposure to blood or bodily fluids	✓ Face-to-face contact with members of the public
Other (please specify)	