

Early Years Standards, Safeguarding and Quality Lead

Soulbury Scale 23-26

Directorate/Group:	Communities: Education Services
Accountable to:	Strategy and Commissioning Manager for Education and Early Years
Accountable for:	Early Years Strategy Budget Report: 4 direct reports Team size:5
Politically restricted post	Yes
Commissioning teams:	Education and Early Years

Context

This post:

Will play an active part in the Education Services extended leadership team, working in partnership with other team leaders to deliver agreed priorities, performance measures and organisational outcomes, as part of each annual Education Services Business Plan.

Support the Strategy and Commissioning Manager for Education and Early years in achieving its service vision, key objectives, specified service delivery and outcomes.

Includes responsibility for leading the performance of the Early Years' Service, specifically in terms of standards of Early Years provision and ensuring quality assurance in service delivery.

Will hold responsibility for the programme leadership and delivery of the Integrated Early Years Strategy including management of programme funding and projects, working closely with other Council service teams and policies and appropriate external agencies and stakeholders.

Will ensure that statutory functions are fulfilled in relation to Early Years safeguarding and related local authority responsibilities for vulnerable children and those in need.

Includes the responsibility for developing and maintaining effective working relationships with a range of key stakeholders including other key services, strategies, statutory partners, Schools, the Early Years Sector, including Private Voluntary and Independent (PVI), service providers, families and other customers.

Specific role assignment

Delivery responsibilities	<ul style="list-style-type: none"> • Support the strategic design of the Integrated Early Years programme 2020-2025 (a WCC priority strategy) • Lead the short, medium and longer-term planning, implementation, monitoring and quality assurance of the Warwickshire Integrated Early Years Strategy and be accountable for the programme outcomes. • Analyse the scope and extent of change, including political, social, cultural, organisational, technological, governance and procedural aspects and take effective action where necessary. • Work collaboratively with the Early Years Lead: Entitlement, Sufficiency and Business in the delivery of Warwickshire LA Early Years sufficiency, funding and business processes specifically: 2, 3 and 4-year old funded places and the development of suitable and sufficient Early Years provision including, identification of nursery expansion projects. • Deputise for the Early Years Lead: Entitlement, Sufficiency and Business
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	<p>as required.</p> <ul style="list-style-type: none"> • Lead the development and delivery of the Early Years standards and quality improvement process related to the provision of support, advice and challenge for PVI settings, maintained nursery classes, maintained nursery schools (MNS), child minders, Schools and wider childcare provision. • Using comprehensive understanding and experience of school and early years improvement commissioning, ensure that there are high standards of delivery of the EYFS within Warwickshire Schools, providing school improvement officer support where required including across the 6 maintained nursery schools. • Using a sound knowledge of statutory safeguarding requirements, and the necessary sensitivity and communication skills to work within schools and the Early Years sector, contributing to safeguarding investigation work as required • Lead Early Years statutory safeguarding support, advice and monitoring functions, ensuring close links with the LADO, Warwickshire Safeguarding Board, The Safe Education Partnership, Warwickshire MASH and Early Help. • Use analysis of complex data sets alongside wider qualitative approaches to design and implement a range of approaches which improve standards in the quality of provision in schools and Early Years settings and help to secure improved outcomes by providing access to effective workforce development opportunities across the Early Years sector. • Ensure via monitoring systems that all maintained schools and Early Years providers are compliant with statutory regulations pertaining to the EYFS. • Use negotiation and influencing skills to lead development of effective multi-agency working across internal and external partners, in particular the SEND and Inclusion birth to 5 service and Alternative Provision. • Implement processes to monitor performance and outcomes and ensure appropriate challenge for Warwickshire schools and Early Years providers to secure financially sustainable, high quality provision, which meets the needs of children and families. • Manage the 'Provider Causing Concern' process and ensure a transparent and robust approach to the cessation of funding where necessary in response to Ofsted inspection outcomes. Manage the provider response to difficult messages regarding removal of funding. • Use interpersonal skills and depth of knowledge to lead the Local Authority approach to system leadership across the Early Years sector and commissioning external partners as part of the integrated strategy. • Maintain close working relationships with Teaching Schools or their equivalent to build capacity for school-led Early Years improvement, including the effective deployment and development of NLEs, LLEs and SLEs and the Early Years aspiration networks. • Develop effective relationships with schools, colleges and settings in order to identify and disseminate good practice. • Contribute to wider LA strategy and workstreams to close the gap for vulnerable and disadvantaged groups, leading in the area of Early Years • Support the delivery of statutory assessment and moderation procedures related to the EYFS, with sound knowledge of legislation. • Engage with and maintain effective communications with national and regional statutory bodies (e.g. Ofsted, DfE,) • Engage with Headteacher networks and Early Years provider networks building stakeholder engagement and negotiate and secure individual projects across the Early Years and Key stage one phases, consulting with and supporting stakeholders through change. • Contribute as an effective and collaborative member of the service to promote and secure its ongoing development and integration with other appropriate services. • Ensure the Strategy and Commissioning Manager for Education and Early Years is appraised of risks and issues regarding Early Years' educational provision and standards.
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JOB DESCRIPTION**Lead Commissioner (Tier 4)**

	<ul style="list-style-type: none"> • Effective management of the Early Years Standards, Safeguarding and Quality Team, including ensuring safeguarding supervision supports employee wellbeing and the appraisal process leads to staff development. • Hold accountability for the use of funding allocated to the Integrated Early Years Strategy, wider service level agreements and resources for standards and quality work, monitor this regularly and ensure spend is within budget allocation • Provide monitoring and reporting of progress for the above areas of responsibility to the Early Years Board, Education Services Senior Leadership Team and partners and stakeholders as appropriate.
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Key Business Measures	1. Percentage of children achieving good level of development in EYFS Profile, or any other national measure.
	2. The standard score and percentage inequality gap in achievement across all the Early Learning Goals
	3. Percentage of 2-year-old children benefitting from funded early education
	4. Percentage take up of 3- and 4-year old children benefitting from some free early education (15/30 hours)
	5. Percentage of 2-year-old children benefitting from funded early education, in Good/Outstanding providers
	6. Percentage of 3 & 4-year old children benefitting from funded early education, in Good/Outstanding providers
	7. Percentage of 2, 3 & 4-year old in funded early education at providers with staff with graduate status
	8. Uptake of workforce development via Warwickshire Aspiration Networks
	9. Warwickshire providers access funding payments within the defined time scales
	10. Increase in the number of accredited WinckS settings

Statutory responsibilities (if applicable)	<ul style="list-style-type: none"> • WCC has an overarching statutory responsibility for the provision of education which underpins the council's obligations to the Warwickshire family of schools. It is a duty to: <ul style="list-style-type: none"> - promote high standards - ensure fair access to opportunity for education and training - promote the fulfilment of learning potential. • The above duties apply to the provision of education to all children who are resident in Warwickshire in all types of schools. • The relevant statutory duties that pertain to the Early Years Foundation Stage
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Specific experience	<ul style="list-style-type: none"> • Comprehensive understanding and experience of Early Years commissioning and service delivery issues. • In depth professional experience as a graduate School Leader, with evidence of effective management and performance improvement over time. • Experience in the management and monitoring of safeguarding in settings, schools and other LA contexts. • Substantial experience of working with the Early Years' provider market across schools and Early Years settings to secure improvement. • Experience of the commissioning cycle and evidence of service review and quality assurance. • Experience of managing budgets in line with commissioning outcomes, including commercial and trading targets.
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	<ul style="list-style-type: none"> • A minimum of 5 years' experience of leading teams within an Early Years educational context including working with children with SEND, vulnerable and disadvantaged groups with evidence of the ability to close the gap • Substantial experience in managing relationships with school and early years networks • Evidence and experience of leading successful change programmes ensuring stakeholder engagement and support throughout the process • Experience of solving complex issues and having a solution-oriented approach • Experience in the management of risk and change. • Evidence and experience of managing large, complex budgets • Experience in the writing and the successful delivery of complex improvement and action plans over the short, medium and longer term • Experience in building and developing effective partnerships with schools and educational settings and providers and all council departments to plan and deliver high quality, value for money projects which are consistent with corporate and departmental strategies and plans • Experience in managing stakeholder engagement, negotiation and in securing approval for individual projects across early years, consulting with and supporting stakeholders through change. • Experience in the development of system leadership within an Early Years context • Experience in proactively monitoring and reporting on individual project plans from initiation to implementation to ensure projects are delivered on time, to specification, within allocated budgets and within DfE statutory guidance and expectations. • Experience in the planning and delivery of workforce development programmes
Knowledge	<ul style="list-style-type: none"> • Knowledge of relevant legislation and policy related to the Early Years Foundation Stage, Safeguarding and SEND. • Sound knowledge of statutory safeguarding requirements within Early Years settings and a wider awareness of the safeguarding work of the Local Authority • Sound knowledge of what leads to high quality of provision within nursery classes, early years settings, schools and child minders with the ability evidence impact related to improving standards • Knowledge of statutory requirements, data returns and related processes for Early Years business and sufficiency functions • Knowledge and experience in the delivery of successful system leadership to improve educational outcomes within the birth to five age range • Knowledge of the Ofsted inspection process
Skills and Abilities	<ul style="list-style-type: none"> • The ability to analyse the scope and extent of change, including the political, social, cultural, organisational, technological, governance and procedural aspects and take effective action, where necessary. • The ability to interpret complex data and communicate this to others and into a comprehensive report format • The ability to develop and maintain effective working relationships with elected members and a range of internal and external partners and

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	<p>stakeholders</p> <ul style="list-style-type: none"> • The ability to use negotiation and influencing skills to secure positive outcomes • The ability to maintain oversight and monitoring of programmes and projects delivered by partners to successful outcomes • The ability to remain calm under pressure and respond to competing demands and those who may be angry or distressed • Excellent communication, personal skills and credibility to undertake, where necessary, challenging conversations with Headteachers, Trust boards and committees in relation to leadership and performance issues. • The ability to Identify the capacity of the delivery team through effective workforce planning and development of teams. • An ability to travel effectively, if required, on a regular basis, across the whole county in line with service policy and practice
Specific qualifications/and registration	<ul style="list-style-type: none"> • Educated to Degree level within the context of Early Years (Level 6) • Qualified Teacher Status • Evidence of further qualifications related to leadership or inspection (NPQH / PQSI)
Budget responsibility	<ul style="list-style-type: none"> • External and internal budgets as specified by Commissioning and Strategy Manager. Circa £2 million Early Years Strategy
FTE responsibility	<ul style="list-style-type: none"> • Early Years improvement, advice and safeguarding teams X 4 direct reports (4.0 FTE). • Wider role to deputise for: Early Years Lead: Entitlement, Sufficiency and Business Lead during absences / annual leave covering 3.4 direct reports
Key stakeholder relationships	<ul style="list-style-type: none"> • Key partner relationship management with the Early Years sector, Schools, SEND: 0-5 team, children's health commissioning, Public Health and children's social care. • Professional relationships with Leader or Deputy Leader of the Council, Cabinet Members and any other political post holders as required. • Professional partner relationship management with senior commissioning colleagues and any other internal stakeholders as required.

Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> • Identification of business requirements against demand for the service(s) • Formulating short term (1 year) strategies and plans to meet demand for the service(s) • Use of insight, best practice and research to inform commissioning intentions and key business measures

- Contribute to the commissioning intentions, key business managers and plans based on demand for the short term (1 year)
- Develop the 1 year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"> • Focus on new ideas, improvement and innovation • Problem solver

- Undertake periodic review(s) of commissioning intentions, outcomes and key business measures to identify areas of improvement
- Support the development of options appraisals to assess the most suitable means of delivering the commissioning intentions
- Ensure the right provider is commissioned to achieve our objectives through a mixed economy of internal and external suppliers.
- Work in collaboration with the Operational Managers and Commissioning Support Unit, to put in place frameworks to monitor and manage quality performance of commissioned services.

Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none"> • Effective budget setting and monitoring • Contract negotiation and commercial partnership management • Quality monitoring and measurement • Oversight of contract set up, establishment and ongoing monitoring

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
- Manage the decommissioning of contracts where applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none"> Relationship development and management Influence and shapes the market Collaborative working

- Support the development of key partnerships
- Support the shaping and influencing the market
- Support the co-production of commissioning strategies and intentions with key stakeholder groups
- Support any required consultation activities

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"> Workforce development Workforce planning

- Recruit and ensure effective on-boarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> Monitors the service performance framework Ensure best use of resources Ensure effective service design Oversight of budget

- Plan, task, deploy and co-ordinate resources to meet changing commissioning needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives. Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> Deals with performance issues Maintains business continuity Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



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Lead Commissioner (Tier 4)

