

# Job Description

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:	<b>Early Years Improvement and Safeguarding Adviser JEID: Y0003</b>
Salary Grade:	Soulbury 5-9 (+ 3 SPA),
Team:	Education Services Team
Service Area:	Education Services
Primary Location:	Saltisford Office Park
Political Restriction	This position is not politically restricted.
Responsible to:	Lead Commissioner Early Years Quality, Standards & Safeguarding
Responsible for:	N/A

### Role Purpose

To work as part of a team with the responsibility to ensure the Local Authority meets its statutory responsibilities relating to safeguarding and quality improvement through access to advice, support and training, across Early Years and Childcare provision (birth to 16).

To implement strategies to improve the quality of early education and childcare.

### Role Responsibilities

#### To deliver to the LA statutory duties for early years:

- To work with underperforming early years providers, schools, childminders, creche facilities and out of school clubs who have received Requires Improvement or Inadequate Ofsted judgements, through the effective relationships which provide both challenge and support.
- To implement the Local Authority, offer in relation to universal and targeted support to improve outcomes in the Early Years Foundation Stage and close the achievement gap
- To ensure that the Local Authority statutory functions are met in relation to the safeguarding of children aged 0 -5 and respond to Early Years safeguarding issues as required.

#### To perform the duties of an LA adviser:

#### Raising Standards

- To support delivery of the priorities within the Warwickshire Education Strategy and the Warwickshire Early Years Strategy working within the remit of a range of legislation and statutory duties.
- To be fully aware of legislative and Government guidance relating to early years educational developments at a local and national level
- To improve standards through delivery of a range of quality improvement approaches including: monitoring visits, quality audits, telephone support, offering advice, training and guidance, delivery of briefing sessions, writing documentation, writing or supporting the development of action plan; identifying timescales for improvement and keeping accurate records of this support in line with legislation.
- To model and demonstrate effective practice in the Early Years Foundation Stage, promoting a culture of aspiration and high expectations for children's learning and outcomes.
- To write clear records of visit, evaluating progress in relation to actions in development plans and monitor for sustained improvement in outcomes.
- To analyse and report on a range of Early Years performance data to support schools' early years providers and the local authority to address key actions and recommendations.
- To contribute to the LA focus on Closing the Gap between less advantaged children and their peers.
- To advise head teachers, governing bodies, committee groups, childminders, early years providers and colleagues childminders on matters relating to early years improvement and the EYFS Statutory Framework; developing and sustaining a range of appropriate channels to communicate information.
- To monitor and quality assure the impact of any LA commissioned support if requested, including the Early Years Teaching School, Specialist Leaders of Education, Specialist Lead Practitioners etc.
- To promote system leadership and building the capacity for setting to setting support, to enable settings to work collaboratively together, focusing on improving early years outcomes for children across the county.
- To participate in the Local Authority provider review processes, including that related to removal of funding. To support the review and monitoring of quality standards and compliance with statutory requirements, focusing on those providers judged as requiring improvement or inadequate by Ofsted.
- To work with colleagues in the Childcare Sufficiency and Business team and those commissioned to support the quality improvement process. For example, work with colleagues to complete Early Education Funding Compliance audits to ensure that funding has been claimed in accordance with the terms and conditions of the funding contract if required.
- To liaise with the Education Assessment Team in relation to EYFSP and moderation, including advising on moderator recruitment.

## **Safeguarding**

- To provide advice and support in relation to early years safeguarding, working closely with the Education Safeguarding Manager and LADO where appropriate.
- To monitor compliance in relation to the safeguarding of children from birth to 5 years of age; ensuring the welfare and achievement of children who live or access services in, or who are looked after by, Warwickshire County Council.
- To undertake an annual safeguarding audit.
- To support the work of the team to monitor and report on early years providers and childminders safeguarding practices and arrangements; highlighting and disseminating good practice and supporting leaders and managers to remedy any identified gaps.
- To follow up safeguarding concerns in relation to early years providers and childminders, attending Position of Trust meetings and Serious Case Reviews when needed.
- To contribute to the LA's work in supporting children missing education, and children deferring or delaying entry to school

### **Supporting the Education Services Team**

- To provide information and reports in response to requests from colleagues and wider partners
- To work in collaboration with colleagues and partner agencies (including Health, Public Health, IDS, Early Help, LADO, Police) to develop and support delivery of Early Years focussed integrated services across the county
- To attend relevant internal and external meetings as requested and report back as required, e.g. Ofsted quarterly regional meetings for West Midlands leads
- Participate in the Local Authorities appraisal and performance management processes
- To provide support to early years advisory practitioner role if required, including oversight of assigned tasks.
- Attend relevant INSET that supports the post and the post holder's personal development.
- Any other duties and responsibilities within the range of the salary grade.

## **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, I, I
A track record of raising standards and a good knowledge of education improvement strategies	A, I, P,
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, P
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 a range of Software packages to support own work	A,I
Knowledge and understanding of recent legislation and it affect upon education and Early Years and Childcare issues, and the ability to implement this	A,I, P
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, P
Ability to manage change and to motivate and encourage others	A,I
Ability to manage conflict	A,I, P
Ability to manage meetings	A,I

Evidence of recent and relevant professional development	A, I
Ability to work effectively whilst dealing with complex and multiple pressures and deadlines	A,I, T
Ability to see and make links across the Council and other organisations.	A,I, P
Ability to analyse issues and set priorities	A,I, P
Ability to understand the needs of service users and recognise the rights of children and young people	A,I, P
Effective interpersonal skills with the ability to relate to people in a wide range of situations	A,I
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 and able to travel across the county	A,I

### Desirable Criteria

Assessed By:

Recent Experience leading the EYFS in a School	A, I
Experience of working within a local authority	A, I
Experience of advising early years practitioners and teachers	A, I
Willingness to attend training events away from home if necessary	A, I
Experience of working as an Ofsted inspector within the Early Years sector	A, I,
Experience of working as a Local Authority moderator or system leader	A, I

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 a Criminal Records Bureau (CRB) Disclosure 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

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.	
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)