

Job Description

Job Title: Early Years and Childcare Adviser

POSCODE: CCC1549

Grade: P1

Overall purpose of the job

- To quality improve and support identified Early Years and/or Childcare settings to ensure high quality sustainable provision.
- To deliver training and advice on all aspects of the EYFS and/or playwork, promoting equalities, inclusion and safeguarding.
- To provide advice and support to settings, in all aspects of EYFS and/or playwork, with a view to raising children's outcomes and enthusiasm for play and learning.
- To support the development of settings to increase their capacity to provide inclusive and appropriate education for children in vulnerable groups, including SEND.

Main accountabilities

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1.	Quality Improvement <ul style="list-style-type: none"> ▪ Provide differentiated support to registered early years and childcare providers through visits, virtual support and networks. ▪ Identify and disseminate information and examples of good and effective peer support practice empowering settings to be self-sufficient. ▪ Work with registered person/s to ensure their understanding of the regulatory framework including Safeguarding and Welfare Requirements. ▪ Monitor the use of resources and promote early identification to raise achievement for children, including those in receipt of additional funding. ▪ Assist and signpost early years and childcare providers in how to carry out safe recruitment and effective retention of staff, legal structures, governance models and data protection. ▪ Support and signpost providers to teams and tools in business planning and future sustainability of their provision. ▪ Use management information to identify, set and broker future priorities.
2.	Training and Facilitation <ul style="list-style-type: none"> ▪ Deliver training and specialist bespoke packages, based on national and local priorities, around the Early Years Foundation Stage and/or playwork. ▪ Facilitate Forums and Network meetings to update providers and promote discussion and peer support in the sector. ▪ Work flexibly in order to meet the needs of the early years and childcare sector, including evening and weekend work.

3.	Partnership Working <ul style="list-style-type: none"> ▪ Develop and sustain effective working partnerships with all agencies involved in services for early years and childcare, children and families. ▪ Work collaboratively in the community with service providers to support effective practice and sector led models of improvements, e.g. around transitions.
4.	Lead specialist area <ul style="list-style-type: none"> ▪ Take on a lead / champion role for an aspect of curriculum, practice or pedagogy related to early years and / or playwork. ▪ Contribute to shared expertise in the Quality Improvement team linked to the lead specialist area.
5.	Professional Development <ul style="list-style-type: none"> • Identify personal and professional development needs relevant to the role. • Maintain up-to-date knowledge of current legislation, national guidance, local policies and research. • Ensure that all areas of work comply with the Council's policies on equality, inclusion and anti-discriminatory practice. • Contribute to the identification of ways to deliver more and better services, at less cost to the local authority and providers. • Undertake any other duties as determined by the manager, appropriate to the grade of the post
6.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

Qualifications Required	Subject	Essential/ Desirable
Degree in a relevant subject or equivalent	Early Years and/or Playwork	E
Evidence of further study and/or personal development activities	Early Years and/or Playwork	E
Trainer qualification	Further Education or Adult Trainer	D

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Statutory guidance and national legislation	Have a good understanding of the statutory guidance, recent and relevant legislation and national legislation for local authorities that impacts on the early years and childcare sector.	E
Research and up to date knowledge in child development and inclusive differentiated SEND practice	Recent and up to date knowledge and research in early years and/or playwork, child development and what constitutes inclusive good practice.	E
Vulnerable groups	Evidence of enabling the achievement of children from vulnerable groups.	E
Knowledge about the sector	Working knowledge and experience of a range of different types of early years and childcare settings.	E
Multi agency working	Experience of cross-sector multi-agency working (setting or child focused).	E
Data analysis and child tracking	Understanding and experience of data analysis and child tracking.	E
Skills		
Communication skills	Proven communication skills (written and spoken) with children and adults.	E
Partnership working	Builds rapport outside the team, involves all relevant parties across functions. Ability to identify situations which may need additional specialist support or multi-agency working for children, families or a whole setting	E

Statutory requirements and Ofsted	Ability to use knowledge and experience to challenge settings to provide high quality education and childcare and meet Ofsted requirements	E
Behaviour	Proven skills in understanding therapeutic approaches to children's behaviour	E
Flexible and self-motivated	Ability to work flexibly in a variety of contexts, be self-motivated, self-confident and enthusiastic.	E
Conflict situations	Ability to deal positively with conflict situations	E
Confidentiality	Ability to be sensitive with confidential information.	E
Facilitator and trainer	Ability to be a confident facilitator and trainer	E
Systems and technology	Ability to use appropriate IT systems and technology.	E
Experience		
Post qualification work experience with children in the Early Years Foundation Stage and/or Out of School	Post qualification work experience with children in the Early Years Foundation Stage and/or childcare sector.	E
Training delivery	Knowledge and experience of the development and delivery of effective training.	E
Research and data	Experience of undertaking research and data analysis	D
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	E

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks