

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

Job description and person specification

## **Early Education and Childcare Adviser**

Children and Young People's Service, People's Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## Purpose and impact:

Working within the Children and Young People's service to:

- Challenge and support early years settings and providers, registered with Ofsted, to review and improve the quality of the provision for all children to aid all to achieved a Met, Good or Outstanding grading at inspection
- Provide expert advice and guidance on all aspects of early learning and the statutory framework for the early years and childcare providers registered with Ofsted
- To take action where evaluations are not secure.

## Accountable to:

This role is accountable to the Senior Early Education and Childcare Adviser who is responsible for the direct line management of 5 Early Education and childcare advisers. The role sits within Children and Young People's Service, part of the People's Directorate in West Northamptonshire Council.

## Responsibilities:

*[Set out the main responsibilities of the role and the impact in this section. There should be no more than 10, set out in order of priority, ensure they are clearly numbered and please include the last two as standard. Again, avoid acronyms and jargon and illustrate what the duties are and why they are being carried out/what they will achieve.]*

For example: To meet with internal stakeholders to present, analyse and review their people data, ensuring they understand the data produced and can easily utilise this for service development and improvement.

1. Work with childcare providers (domestic and non-domestic) to ensure that there is a high quality expertise within the workforce to support all children within the relevant statutory legislation and frameworks.
2. Continually review, monitor and assess the quality of practice and provision, identifying areas for development, setting targets for improvement resulting Ofsted inspections, local performance reviews and requests for support,
3. To support the sector in recruiting and training new and existing childminders to further develop a more flexible and sustainable education and childcare offer to meet the needs of the family.
4. Work closely with Childcare Providers, schools and PVI sector to promote better partnership working within the sector to ensure smoother transitions for children moving from early years' settings to reception class in school.
5. To ensure children are fully included and able to realise their potential and achieve their aspirations following a graduated approach in line with the SEN Code of practice.
6. Support the senior adviser with the direct delivery of identified training sessions, network meetings and Forums with the aim of raising and maintaining quality standards within the childcare sector
7. To contribute to communication with the sector through newsletters, network meetings, cluster meetings etc.
8. Complete visits to settings, conduct child observations and offer advice and guidance to providers regarding strategies and improvements in practice.
9. To ensure that any information and advice communicated to providers is accurate, consistent and well presented in a clear and accessible format and acting as a co-ordinating link with all stakeholders to enable cohesion and effective communication and partnership across a multi-agency team.
10. To keep accurate records, analyse data, produce accurate, factual and evaluative documentation, shared with key stakeholders, in order to demonstrate and review progress, measure impact and target future support.

11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Excellent numeracy, analytical, interpretative attention to detail.	E	A, I
Excellent Word & Excel skills at intermediate level – developing databases and spreadsheet	E	A, I
Must be able to establish effective communication across a myriad of channels. Must have good written communication skills and be able to work effectively without direct supervision.	E	A, I, P
Experience of working with a fast changing, dynamic environment.	D	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A/T/I

Knowledge:	Essential / Desirable	Measured by
Knowledge of working within a local government setting and or childcare settings and working with key stakeholders	E	A, I
Knowledge of statutory guidance and of the Ofsted framework and safeguarding processes and procedures	E	A, I
Up to date knowledge of the early education and childcare sector and current developments therein.	E	A, I, P
Excellent understanding of the needs of children and families, particularly those deemed most vulnerable.	E	A, I, P
Good knowledge of early intervention services and support	E	A, I
Excellent understanding of the Ofsted Inspection framework, the Early years Foundation Stage and the Ofsted childcare registers	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Extensive experience of working within the early years and childcare sector	E	A, I, P
Leadership and/or management experience	D	A, I
Experience of establishing strong working and effective relationships across numerous stakeholder groups.	E	A, I, P
Experience of exercising professionalism when working with partners	E	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree or equivalent professional qualification	E	A, D
Good Level of Literacy and Numeracy (GCSE 4-9)	E	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include**

*Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non police personnel vetting, Disqualification from Caring*

## Day-to-day in the role:

<b>Hours:</b>	37 hours	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	Band 7	<b>Worker type:</b>	Flexible
<b>Salary range:</b>	£38,234 - £40,778	<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

This role has been identified as a flexible worker type. This means that you will carry out the majority (3 days plus) of your work remotely but will come into the office for meetings.

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

