

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## **School Improvement Partner: Early Years**

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.



West  
Northamptonshire  
Council

## **Purpose and impact:**

Working within the Children and Young People's Service as part of the School Effectiveness Team to:

Challenge and support schools to ensure that provision meets the needs of the children attending

Conduct visits to Primary schools and maintained nursery schools to support and challenge early years provision in line with the Early Years Foundation stage

Review and respond to early years data, identifying key areas of priority and actions to address these

## **Accountable to:**

This role is accountable to the Head of School effectiveness and sits within Children and Young People's Directorate in West Northamptonshire Council. You will work as part of a wider school effectiveness team and will link closely with the early education and childcare service.

## **Responsibilities:**

The School Improvement Partner - Early Years will:

1. Work as part of the school effectiveness team to challenge and support schools, including Maintained Nursery schools, ensuring school-to-school support plans are in place where required.
2. Share good practice, co-ordinate, broker and facilitate school-to-school support.
3. Maintain effective communications with allocated schools acting as the first point of contact for the Head Teacher for School Improvement issues and signposting Head Teachers to other appropriate services such as Safeguarding, finance, HR, legal, and Education Inclusion.
4. Develop early years network meetings, setting agendas, identifying key themes and facilitating the events.
5. Advise the Head of Service on the need for formal intervention
6. Report to other officers within the team, schools, stakeholders, and elected members as and where required on the achievement and progress of pupils across West Northamptonshire.
7. Analyse, provide information and data to aid in the setting of local priorities and targets, monitor these and report on developments/improvements as required.
8. Work closely with partner agencies to co-ordinate collaborative working practices for sector support
9. Work closely with Early Help, Partner Agencies and Local Authority Officers to ensure that all safeguarding related issues (LADO, MASH, etc.) are acted upon appropriately in line with Local Authority policy and procedure and Ofsted compliance.
10. Work closely with Local Authority Officers and Partner Agencies to promote inclusive practices and ensure settings are meeting the needs of children with special educational needs and disabilities.

11. Ensure that all communication, team working, and report writing is effective accurate and to a high standard for the audience intended.
12. 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
13. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
14. 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 postholder.

## 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/Task, (**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
Ability to read, analyse and interpret data	Essential	A, T, I,
Ability to work effectively as part of a team	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Desirable	A, I
Ability to network, develop professional relationships and influence people	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Up-to-date knowledge of national, regional, and local priorities	Essential	A, I,
Knowledge of the Ofsted framework	Essential	A, I, T
Specific knowledge of early years pedagogy	Essential	A, I
In depth knowledge and understanding of all relevant statutory frameworks and legislation including: <ul style="list-style-type: none"><li>• Early years and Childcare Statutory duties</li><li>• Early Years Foundation Stage</li><li>• Ofsted framework</li><li>• Keeping Children safe In Education</li></ul>	Essential	A, I, T

Relevant experience:	Essential / Desirable	Measured by
Extensive experience within the Early Years foundation stage	Essential	A, T, I,
Proven successful leadership/management within a school or local authority setting	Desirable	A, T, I
Substantial and effective teaching experience within early years	Essential	A, T, I
Experience in improving outcomes	Essential	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
Degree or equivalent e.g., B.A, B Ed;	Essential	A, D
Recognised teaching qualification e.g., PGCE, B Ed., NPQH	Essential	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 per week	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	WEIPSIM	<b>Worker type:</b>	Field-based worker
<b>Salary range:</b>	£59,997 - £64,048	<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	N/A		

## Working conditions & how we work:

This role has been identified as a Field-based worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## 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.

