



**North  
Northamptonshire  
Council**

Early Education and Childcare Service  
Bowling Green Road  
Kettering, NN15 7QX  
[www.northnorthants.gov.uk](http://www.northnorthants.gov.uk)

Job Title: Early Education and Childcare Advisor

Job number: NRTNJC0696

Grade: NNCBAND6. 37,035 – 39,513

### Overall purpose of the job

To provide expert educational support and challenge to all Early Years settings to quality assure the inclusive education provision available. In an advisory capacity, enable settings to raise and improve children's achievements; particularly those young people identified as being within vulnerable groups and/or young children with complex support needs.

To provide expert operational and strategic guidance, advice, information and training on all aspects of the Early Years Foundation Stage, SEND Code of Practice and the accompanying statutory frameworks for all Early Years settings in North Northants, ensuring the promotion of diversity, inclusion and safeguarding.

### Main accountabilities

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1.	Work with Childcare providers, non-domestic and domestic, to ensure that there is high quality expertise within the Childcare sector to support all children within the relevant statutory legislation and frameworks.
2.	To provide experienced professional support and challenge for all new and existing Early Years settings, to develop and ensure that there is a flexible and sustainable Early Years offer meeting the needs of the community. (links to Ofsted & NNC reviews)
3.	To ensure that all information, advice and training communicated to Early Years settings are shared with accuracy, confidentiality and security and consistently presented in a clear and accessible format. All interaction stakeholders will seek to promote effective communication and partnership across a multi-agency service.
4.	Work closely with all Early Years settings, School Improvement Partners and Education colleagues to promote better partnership working within the sector; this will help to ensure smoother transitions for young children moving from early years' settings to reception class in school.
5.	To carry out regular visits/supportive reviews with Early Years settings using highly developed advisory and persuasive skills. This may include individual or group based observations, offering expert advice, guidance and training regarding legislation, support with statutory framework, SEND

	processes and/or funding. Ensure that children are fully included, able to realise their potential and achieve their aspirations in line with the SEND Code of Practice and the NNC Early Years Descriptors.
6.	Work closely with Family Hubs, Early Help, partner agencies and wider Local Authority officers to ensure that all safeguarding and quality related matters are acted upon in a timely and appropriate manner, to be accountable in line with Council policies and procedures including Ofsted compliance
7.	Develop and deliver expert training and specialist bespoke packages, based on national and local priorities, the Early Years Foundation Stage, Safeguarding and other legislation/statutory frameworks.
8.	Facilitate and lead on local and NNC forums and network meetings to update Early Years settings and providers. Promote discussion and encourage peer-to-peer support and collaborative working.
9.	Facilitate and support the collection and submission of appropriate data by Early Years settings to support the duties placed on the Local Authority by the Childcare Act 2006 and 2013.
10.	To make use of the full range of office functions to maintain accurate record keeping, notes of visits, complex data analysis and the production of factual and evaluative documentation. These quality assurance practices will be shared with key stakeholders so as to demonstrate and review quality, to track progress and improvements to measure impact and prioritise high impact decisions to target future support.
11.	Maintain up-to-date knowledge of specialised theory around current legislation, national guidance, local policies and research in Early Education and Childcare including EYFS, Ofsted, Safeguarding and SEND Code of Practice to ensure continued professional development and encompass this for effective service delivery. Identify personal and professional development needs relevant to the role.
12.	Work flexibly to meet the needs of the Early Years settings to include out of hours work as required. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
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	<b>Safeguarding commitment:</b> NNC 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

Education, Training and Qualifications	Subject	Essential/ Desirable
Degree qualified or significant equivalent relevant experience	Early Years and/or Childhood Studies	E
Qualification or significant relevant demonstrable experience	Further Education or Adult Trainer	D
NVQ or equivalent	Information, Advice and Guidance (IAG)	D
GCSE Grade A-C	English and Maths	E

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

Attributes	Describe	Essential/ Desirable
<b>Knowledge and Experience</b>		
	An in-depth knowledge and understanding of all relevant statutory frameworks and legislation including: Early Years and Childcare statutory duties, Early Years Foundation Stage, Ofsted Framework and SEND Code of Practice	E
	Recent and up to date knowledge and research in early years and/or child development and what constitutes inclusive good practice.	E
	Evidence of enabling the achievement of children from vulnerable groups.	E
	Working knowledge and experience of a range of different types of early years and childcare settings.	E
	Experience of cross-sector multi-agency working, setting and child focused.	E
	Understanding and experience of presenting data analysis and child tracking across a variety of software applications including Microsoft Word, Excel, and PowerPoint.	E
	Knowledge and experience of the development and delivery of effective training to fulfil statutory duties and legislation.	E
	Excellent level of numeracy and literacy, with a high level of accuracy and attention to detail	E

	Experience of leading and sustaining partnerships both internally and externally.	
<b>Skills and Abilities</b>		
	Excellent interpersonal, communication, training, and presentation skills, with proven ability to communicate effectively and persuasively to a wide range of audiences to include children and adults.	E
	Ability to build rapport involving all relevant parties across functions. The strong ability to identify situations which may need additional specialist support or multi-agency working for children, families, or a whole setting	E
	Ability to use knowledge and experience to challenge settings to provide high quality education and childcare meeting Ofsted requirements	E
	Ability to work closely with a wide range of Early Years settings to ensure business sustainability and increase sufficiency in areas of need	
	Ability to be a confident facilitator and trainer with strong experience of designing and delivering targeted specific training courses to Early Years settings.	E
	Demonstrate an understanding of the safe working practices that apply to this role.	E
	Ability to work flexibly in a variety of contexts, be self-motivated, self-confident and enthusiastic.	E
	Ability to work with minimal supervision by planning and prioritising own workload and abiding to lone working policies where required.	E
<b>Equal Opportunities</b>		E
	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	

#### Disclosure level

What disclosure level is required for this post?	None	Standard
	Basic	Basic Enhanced

#### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible <b>X</b>	Field	Home
		With a minimum of one day office based		