

## **Job Description and Person Specification**

### **Job details**

<b>Job title:</b>	Early Years Strategic Lead
<b>Grade:</b>	11
<b>Reports to:</b>	Head of School Effectiveness and Quality Assurance
<b>Responsible for:</b>	Early Years functions within a locality of NNC
<b>Directorate and Service area:</b>	Children's Services, Education

### **Purpose of the job**

The Early Years Service Manager will provide strategic leadership, vision and the effective management necessary to shape an expanding Early Years' Service into one that focuses on:

- Quality improvement
- Compliance and sufficiency
- Early Years SEND Support

This will include understanding the needs of children and families in order to develop and implement strategy, establishing and monitoring systems to drive improvement, and ensuring that resource is effectively utilised to improve outcomes.

The Service Manager will take full responsibility for ensuring there are sufficient high quality early learning and childcare places for eligible children across North Northamptonshire. The role requires close collaborations across the council, partnership, voluntary and private sectors with a view to working to shared ambitions.

They will develop, lead and implement the Early Years vision and priorities so that all providers receive high quality support and challenge, statutory duties are fully met and children have positive experiences and outcomes.

### **Principal responsibilities**

1. Manage a service which provides the Local Authority's duty in relation to information, advice and guidance to the maintained and non-maintained early year's sectors, developing effective communication and partnership arrangements with managers of settings, headteachers and childminders.
2. In liaison with Ofsted, the Safeguarding and Standards Service and the NSCP, provide Safeguarding training support and advice to the non-maintained early year's sector on the management of safeguarding in early years.
3. Improve the wellbeing and outcomes for children aged 0-5 years and reduce inequalities in outcomes and sustain improvements in the Borough's Early Years Foundation Stage Profile results.
4. Maximise take up of the universal offer for vulnerable 2 year olds by ensuring accurate identification of those eligible and effective communication of the offer and ensure the provision of, and access to, sufficient 15 hour per week and from September 2025 30 hour per week early education places for babies, 2-, 3- and 4-year-olds, in line with statutory requirements as detailed in the DfE Guidance.
5. Manage a programme of training, advisory support, planning and quality assurance of the EYFSP based upon published Government requirements.
6. Ensure a programme of training and workforce development to meet the statutory requirements of the EYFS and promote a suitable workforce to meet the Council's childcare sufficiency and early education entitlements

7. Oversee the implementation and delivery of a comprehensive Wraparound Childcare programme ensuring that provision is available to all 5-11 year olds that require it.
8. Ensure arrangements are in place for the strategic planning, line management, supervision and continuing professional development of the directly-managed staff in the service.
9. Work in partnership with the EY SEND Support Manager to ensure children with SEND receive appropriate support and settings are meeting the requirements of the Equalities Act
10. Maintain and develop strong partnership work with internal and external colleagues in health, safeguarding, financial and legal services, as well as education.
11. Actively monitor, review, refine and report on progress towards the EY vision and priorities to the senior leadership team, Children Services Education Overview and Scrutiny Committee, Ofsted, the DfE and other external stakeholders
12. To lead on the strategic approach to communications and the provision of information for the service, working with Communication officers in the Council and Children's Services, and ensuring early years communication is up to date and contains posts and articles from all appropriate services and projects.
13. Act as the Department's first point of contact for Early Years, ensuring all communications are effectively dealt with and information and material from the DfE and elsewhere is effectively absorbed, distributed and used.
14. Represent North Northants at relevant meetings and conferences, attend all relevant internal/Departmental meetings and working groups, ensuring close liaison with other departmental colleagues as necessary.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. 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.

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

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Educated to degree level or equivalent qualification e.g. NVQ 4, HNC</p> <p>Evidence of commitment to continuing personal and professional development.</p>	
Experience and Knowledge	<p>In depth expert knowledge of statutory legislation and national policy related to EY (e.g. Ofsted inspection of early years settings, DfE Statutory framework for the early years foundation stage).</p> <p>Up to date understanding of the requirements on Local Authorities to develop Early Years provision</p> <p>Significant successful teaching or leadership experience in an early year's setting</p> <p>A proven track record as a highly effective leader, with direct experience of managing, motivating and developing a diverse team.</p>	
Ability and Skills	<p>Ability to work with a large diverse team and organisation.</p> <p>Ability to foresee and take appropriate, corrective action to address potential problems.</p> <p>Ability to foster and develop robust relationships with key stakeholders, including Councillors, Directors and representatives from the DfE, Multi Academy Trusts, Trade Unions, Headteachers, Governors, Parents, Early Years sector.</p> <p>Keeping and maintaining records, producing policy documents, accurate reports, presentations and written updates to a range of stakeholders (which may include elected members, senior officers and external partners).</p> <p>Proven ability to effectively use data, intelligence and evidence to create meaningful insight and to inform own decision making.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	