**Job Description**

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| Job Title: Early Years and Childcare Adviser |
| POSCODE: CCC1549 |
| Grade: P1 - £ 38,258 (pro rate for part time) |

**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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|  | **Main accountabilities** |
|  | **Quality Improvement**   * 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. |
|  | **Training and Facilitation**   * 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. |
|  | **Partnership Working**   * 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. |
|  | **Lead specialist area**   * 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. |
|  | **Professional Development**   * 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 |
|  | 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).

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Degree in a relevant subject **or** equivalent experience | Early Years and/or Playwork degree **or able to evidence experience** of working at a degree level in early years 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

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| 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 |
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**Disclosure level**

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