

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Early Years Lead

School Effectiveness Service, People 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:

To work under the direction of the Head of Early Education and School Effectiveness and provide leadership of the Early Years team to:

- ensure that Maintained Nursery schools, PVI's and childminders fulfil their statutory obligations to provide a good quality education to all pupils.
- ensure sufficiency and sustainability of childcare places across West Northamptonshire.
- provide information to parents and families.
- ensure the delivery of universal and extended entitlement.

Accountable to:

This role is accountable to Head of Early Education and School Effectiveness and sits within Children and Young People's Directorate in West Northamptonshire Council.

Responsibilities:

1. To work with the strategic lead to help drive the development and implementation of the strategic vision of the Early Education service.
2. To monitor the operational delivery of the vision through the line management of team members.
3. To provide leadership and management of the key aspects of early years provision including, but not limited to:
 - a. the development of CPD opportunities
 - b. quality support
 - c. the promotion of inclusive practice
 - d. communication with the sector
 - e. ensuring sufficiency and sustainability.
4. To manage the budget and finance for the team.
5. To work with other services within and outside of the local authority to support high quality provision.
6. To provide reports and statistical analysis to senior leaders and external agencies (e.g., Ofsted, DfE) as and when required.
7. To ensure that record keeping systems are maintained and documents are stored centrally as and where required.
8. To attend regional partnership meetings on behalf of the service.
9. In partnership with the strategic lead, to ensure that the service adapts to changes to the national and local agenda.

10. Foster an open, transparent and equitable culture and build, develop and maintain effective relationships with all stakeholders to enhance the education of all pupils.
11. To ensure that the service operates in line with the Council's Thrive agenda.
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 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 and interpretative attention to detail	Essential	A, T, I, P, D
Excellent Word and Excel skills at intermediate level – developing databases and spreadsheets	Essential	A, I
Must be able to establish effective communication across myriad channels.	Essential	A, I
Must have good written and communication skills to be able to work effectively without direct supervision	Essential	A, I
Experience of working in a fast changing, dynamic environment	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, T, I

Knowledge:	Essential / Desirable	Measured by
A knowledge of working within a local government setting and/or childcare setting working with key stakeholders	Desirable	A, I,
Excellent understanding of the Ofsted Inspection Framework, the early Years Foundation Stage, and the Ofsted childcare registers	Desirable	A, I, P
Up to date knowledge of current developments in early education and childcare	Essential	A, I,
Excellent understanding of the needs of children and families, particularly those deemed most vulnerable	Essential	A, I,
Good knowledge of early intervention services and support	Essential	A, I,
Experience of working within a Business Support – Financial and Administrative environment to support operational delivery	Essential	A, I,

Relevant experience:	Essential / Desirable	Measured by
Extensive experience of working within the early years and childcare sector	Essential	A, I
Experience of establishing strong working and effective relationships across numerous stakeholder groups	Essential	A, I
Successful experience of managing a team	Desirable	A, I
Successful experience of exercising professionalism	Essential	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
Degree qualified or equivalent experience, Relevant to registration and inspection processes	Essential	A, D

Relevant management experience		
Maths and English Grade C or above	Essential	A, D
Good level of literacy and Numeracy (GCSE A-C)	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:

Hours:	37 hours per week	Primary work base:	Office, OAS
Job family band:	11	Worker type:	Part-flexible
Salary range:	£59,913	Budget responsibility:	Yes
People management responsibility:	Yes		

Working conditions & how we work:

Regular working alone, risk of verbal abuse from parents on the phone or at home visits. Exposure to mental health pressures and demands with fast-paced changes to priorities also work volume.

This role has been identified as a part-flexible 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.

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

