**Northumberland County Council**

**JOB DESCRIPTION**

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| **Post Title:** Early Years & Childcare Performance Partner | **Director/Service/Sector:** Children's Services – Education and Skills | **Office Use** |
| **Band:** Band 6 | **Workplace:** County Hall Morpeth/Agile Working/WorkSmart | **JE ref:** 1320**HRMS ref:** |
| **Responsible to:** Early Years Consultant | **Date:** January 2023 | **Manager Level:** N/A |
| **Job Purpose:** * The primary purpose of the Early Years and Childcare Performance Partner is to support providers within the Early Years and childcare sector to meet the statutory requirements of the Early Years Foundation Stage Framework. There is a particular focus on the safeguarding and welfare section.
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| **Resources** | Staff | None. |
| Finance | Occasionally assist with the endorsement of funds to providers to support the quality of their educational offer.Support Early Years Providers to review the financial sustainability of their business.Responsible for generating income via the Early Years SLA (up to £30000 per year). |
| Physical | Resources associated with training and client's confidential information. |
| Clients | Headteachers, Early Years Managers, Owners and Practitioners, Childminders and Families. |
| **Duties and key result areas:**Responsibilities:To provide high quality support, advice and challenge in relation to the statutory EYFS (Early Years Foundation Stage) Framework by:* Providing information, advice and guidance on how to meet current legislation and ensure legal requirements are met, promoting best practice.
* Identifying when providers may benefit from targeted support and provide and initiate strategic and targeted support for priority settings including the implementation of support plans.
* Providing support through coaching and mentoring and develop and deliver training as part of SLA services e.g., supervision and appraisal for managers, support with self-evaluation, and delivery of quality improvement projects in line with service priorities.
* Developing and disseminating resources and materials and providing visits to support providers to prepare for their Ofsted inspection.
* Enabling partnership working across the Early Years workforce to support the development of quality practice and provision and promote effective transition.
* Leading the training offer for potential new group provisions and childminders through the planning and delivery of information briefings and training.
* Supporting providers looking to deliver funded education entitlement by auditing the current offer and providing advice and guidance around the delivery of high-quality Early Years education.
* Supporting Early Years providers to use NCC IT systems which support the delivery of Early Years entitlements including the Passport, Wizard and virtual training platform.

To assist the LA in monitoring and developing the quality of provision for disadvantaged and vulnerable children in Early Years provisions and schools by:* Leading communications with other agency professionals, including the Local Authority Designated Officer, Ofsted, Family Hubs managers and regional partners to keep abreast of emerging local issues, disseminating knowledge with the wider Early Years Team.
* Overseeing the effective implementation of the statutory Two-Year Progress Check in line with agreed procedures for assessment.
* Keeping abreast of the most recent guidance and statutory requirements associated with safeguarding and welfare legislation. Developing and leading in the dissemination of knowledge and key messages with providers and the wider team.
* Assessing, monitoring and reporting on the sufficiency of Early Years provision to inform the Early Years Sufficiency Audit and support the implementation of actions as outlined in team procedures, supporting the Early Years Team to meet their statutory childcare sufficiency duty.
* Support newly proposed provisions through the Ofsted pre-registration and post-registration process to enable providers to meet all requirements outlined within the EYFS Statutory Framework.

Specific Duties:* To contribute to the strategic action planning of the Early Years Quality Improvement Team and implement identified actions.
* To identify and highlight to other LA colleagues' current issues in relation to the safeguarding and welfare of young children.
* Work in partnership with the Families Information Service to ensure relevant information and marketing of childcare provision is widely disseminated and sufficient childcare places are available to all those in need of provision.

Other:* Participate in the identification of personal training and development needs and make full use of training opportunities through the performance management process. Assist, where appropriate and necessary, with the training and development of fellow employees, working at all times within an equal opportunities and anti-discriminatory framework.
* Identify children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.
* Be prepared to visit national and regional venues for meetings and to attend national training sessions. This may involve some overnight stays and work in the evening and weekends.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements: | Travel will be mainly within an identified locality but there will also be a requirement to work countywide. Visits to providers will take place on a regular, routine basis.  |
| Working patterns: | The post will require some flexibility with working hours to support networks and deliver training in evenings and occasionally at weekends. The NCC flexi system is applicable to the post. |
| Working conditions: | In line with NCCs WorkSmart policy, working may take place in a range of locations including office base, schools, settings, childminder premises and own home.The post requires a significant amount of time sitting when driving between provisions and sites. In addition, working in the office, settings and schools may require sitting in a constrained position. It may be necessary to transport resources and other materials for courses and other purposes. This post requires the post holder to deal with and manage mentally stressful situations at times and deal with periods of intense workload |

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**PERSON SPECIFICATION**

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| **Post Title:**  Early Years & Childcare Performance Partner | **Director/Service/Sector:** Children’s Services Group,Early Years and Schools Service | Ref: 1320 |
| **Essential** | **Desirable** | **Assessment**  |
| **Qualifications/ Training** |  |  |
| * Childcare and Early Years qualification minimum level 4 (or equivalent relevant experience)
* Good level of general education, including level 2 (or equivalent) in English & Maths
* Commitment to ongoing professional development
 | * Degree in Childcare or Education
* Other relevant qualifications
 | * Application form
* Copies of certificates
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| **Experience** |  |  |
| * Working in Ofsted registered Early Years provision and/or schools
* Experience of managing an Ofsted registered Early Years provision
* Working with under and over 5’s
* Developing and implementing procedures
* Experience of teamwork and multi-agency working
* Dealing with child protection and Early Help concerns
 | * Experience of working with families and contributing to the development of services within the community
* Development and delivery of training to groups and individuals
 | * Application form
* Interview
* References
* Presentation
* Group discussion
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| **Knowledge and skills** |  |  |
| * Detailed knowledge and understanding of OFSTED registration process
* Detailed knowledge and understanding of Early Years Foundation Stage (EYFS) and other relevant legislation related to the Childcare Act 2016
* Ability to write reports and keep accurate record
* Ability to use NCC IT systems including Microsoft packages
* Ability to research and present information effectively
* Good communication skills both written and oral
* Ability to interpret and implement policy into practice
* Knowledge and experience of Early Help services
* Knowledge of the SEND Code of Practice
 | * Knowledge and experiences of Northumberland Child Protection procedures
* Knowledge of the Northumberland Local Offer
* Knowledge of the Northumberland Early Years Code of Practice
 | * Application form
* Interview
* Presentation
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| **Disposition** |  |  |
| * Actively promotes anti-discriminatory & inclusive practice
* Can deal with difficult situations in a calm and professional manner
* Excellent organisational skills and able to work to deadlines
* Advocate for children to improve outcomes, wellbeing and school readiness
* Able to work independently and collaboratively as part of a team
* Ability to identify and plan own training and developmental needs
* Ability to work with a range of people in a sensitive manner, maintaining confidentiality and remaining impartial
* Ability to support and challenge providers and colleagues to improve outcomes
* Proactive, solution focused and committed to making a positive contribution to the wider team and service area
 |  | * Application form
* References
* Interview
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| **Physical, mental and emotional demands** |  |  |
| * Driving to multiple locations across the county, sitting for lengthy periods of time and a frequent need for lifting and carrying equipment and resources
* Ability to remain calm under pressure
* Ability to respond to unpredictable and time sensitive situations relating to children
* Ability to deal with conflicting demands
* Lone working and risk assessment, including visits to childminder homes
* Able to have lengthy periods of concentrated mental attention
 |  | * Application form
* References
* Interview
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| **Other** |  |  |
| * Commitment to working with others to keep children safe
* Commitment to and understanding of the principles of Equal Opportunities for all, in employment and delivery of services
* Able to meet the travelling requirements of the post
* Able to work flexible hours (some evening and occasional weekend working is required)
 |  | * Application form
* References
* Interview
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visit