

Job Description and Person Specification

Early Years Advisor

Job Details	
Grade	6
Service	Education & SEND
Location	Friargate, Floor 9
Job Evaluation Code	L3975D

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
To be responsible for working in partnership with Private, Voluntary, Independent (PVI) providers, maintained nursery schools and classes, childminders and out of school provision, offering targeted support to the sector in relation to early education entitlement places, supporting providers to run a successful childcare business and ensuring statutory compliance. Support the Early Years' Service to meet the Local Authorities statutory duties regarding funding entitlements and sufficiency, in particular for the most vulnerable children.

Key Responsibilities and Accountabilities

Work with providers across the City, providing challenge and advice to support the take up of early education entitlement places, ensure sufficiency of places to manage the childcare market and guidance to ensure best practice relating to the implementation of the Early Years Foundation Stage, through visits, telephone calls, e-mails, delivering training in-setting, more widely, or signposting appropriate centrally delivered training where available. Keeping accurate records of this support in line with Childcare Act 2016.

Facilitate the Private Voluntary and Independent (PVI) childcare providers to improve the quality of services and activities delivered, by monitoring the delivery of funded places to ensure compliance against the legal requirements including providing support through the Local Authority Provider Causing Concern Process.

Contribute to the annual Childcare Sufficiency Assessment to identify levels of need and trends across the early years and childcare sector. Follow up any funding-related queries, issues or concerns and complete early education funding compliance audits to ensure that funding has been claimed in accordance with the terms and conditions of the Coventry Provider Funding Agreement.

Provide advice and support to the early years and childcare sector (PVI) in complying with relevant legislation, statutory guidance and Ofsted with potential, existing, registered and non-registered early years' providers and in relation to all early education funding including extended entitlement of 30 hours.

Monitor, report and analyse the effectiveness of early years' services, through the use of available data and information and to use this to inform service planning and delivery. Write and present reports as required for a range of audiences.

Work with colleagues in the SEND Early Years Team to ensure appropriate support for children with Special Educational Needs & Disabilities (SEND) by providing advice and signposting to support and relevant funding as appropriate.

Work in partnership with a variety of colleagues to achieve planned outcomes in relation to the Local Authority statutory duties and the strategic plans of the Education Improvement and Standards Team, implementing agreed policies and procedures to establish coherent and consistent standards. For example, through management of a specific action plan and participation in focus groups as required.

Complete development and review of processes systems and documentation in response to revised government legislation and the creation of new processes to streamline and improve Local Authority functions and services as they arise.

Work with existing and potential childcare providers to help to facilitate the delivery of sufficient sustainable, high-quality childcare, focusing on places in areas where there are gaps to meet the demand for 2-, 3- and 4-year-old places, including the extended entitlement.

Support childcare providers through the Ofsted registration process. Provide advice and information to schools, private, voluntary and independent childcare providers to create models of delivery which meet parental and childcare business demand.

Work under the guidance of senior post holders, to provide advice to the early years' sector with regard to safeguarding and welfare practices, British values and the Prevent Duty to keep children safe, with a particular focus on the weaker providers. For example, this may include:

- Provide advice, guidance, information and challenge in relation to safeguarding practices helping providers to understand their responsibilities in relation to the Prevent duty and implement this in practice.
- Provide information for the Local Authority Designated Officer for Safeguarding (LADO) where an allegation has been made against a professional. Including attendance at the multi-agency meetings, fact finding and working with the childcare provider to address actions set by Ofsted or the LADO.

Write and deliver universal, targeted and bespoke training/briefings documentation related to the Early Years Foundation Stage Safeguarding and Welfare requirements, Early Education Entitlements, Sufficiency and Business as required to support managers and practitioners in their professional development activities and monitor impact.

Work with senior post holders to take the lead in identified areas of work keeping senior post holders within the Early Years' Service fully informed of concerns, issues and opportunities for development.

Any other duties and responsibilities within the range of the salary grade.

Key Relationships

External:	<ul style="list-style-type: none"> • Early Years Providers • Childminders • Schools • Further Education and other Training Providers • Parents and Carers • Health Visitors Refugee and Migration Centre Job Centre Plus 	Internal:	<ul style="list-style-type: none"> • Early Years Quality and Standards Team • Education Improvement and Standards Team • Business Systems Team • Data Team • Education and Performance Services Colleagues • Finance Support • Children's Services including Social Care Colleagues • Family Hubs • SEND birth to five team • Adult Education and Family Learning
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Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge	An understanding of the Early Years Foundation stage (EYFS) Statutory Framework and Ofsted Framework for early years and childcare providers and the Early Education Entitlements; Operational Guidance for Local Authorities and Childcare Providers and The Early Education and Childcare Statutory Guidance for Local Authorities.
Knowledge	Knowledge and understanding of Coventry Local Safeguarding Board policy and procedures.
Knowledge	An understanding of early years and childcare sufficiency and the duty to market manage, including thorough knowledge of relevant funding entitlements available to families and understanding of the current issues facing the childcare sector.
Knowledge	Can articulate appropriate standards of childcare and out of school activities to achieve high quality provision.
Knowledge	Knowledge of Code of Practice for the assessment of Special Educational Needs and Coventry's Local Offer.
Knowledge	Comprehensive knowledge of what constitutes quality in the Early Years Foundation Stage.
Skills And Ability	Commitment to and willingness to undertake training and development opportunities. Able to embrace new ideas and new ways of working in the interest of service improvement.

Skills And Ability	Demonstrate effective verbal and written communication skills including the production of written reports and ability to present information to a range of audiences. Able to use relevant ICT packages to analyse and present complex information from data sources.
Skills And Ability	Empowers individuals through effective developmental delegation. Builds team identity and commitment. Successfully develops staff for future roles. Highly respected and valued by team members. Good interpersonal skills, with the ability to motivate others, work as part of a team and support the development of sustainable partnerships.
Skills And Ability	Has the ability to influence and shows sustained drive and determination. Takes others' views into account. Actively listens to others' views and concerns and responds appropriately.
Skills And Ability	Ability to engage in difficult conversations in challenging situations and with people who may be resistant.
Skills And Ability	Ability to make skilled professional judgement for interventions including in crises and in response to challenge.
Skills And Ability	Ability to understand and take account of differentials in power and use authority appropriately.
Skills And Ability	Able to interpret statistical data and using this to write reports, and evidence the impact of strategic plans. Skilled in observing and providing effective feedback to practitioners within the PVI sector that gives clear areas for improvement.
Skills And Ability	Can articulate a philosophy embedded in the key principles of the education of young children with confidence, including a vision of education as a partnership between home and the early years setting, with the learning needs of children as an essential element and a commitment to addressing underachievement and meeting the education needs of the most vulnerable groups.
Skills And Ability	Values and respects the knowledge and skills of providers and is productive in working with and identifying the needs of existing and new childcare providers offering relevant support where appropriate.
Experience	Substantial experience of working with children within the EYFS, birth to 5 years.
Experience	Experience of managing, motivating and building effective teams at a supervisory level in a childcare provision and of working in a partnership context across sectors and disciplines to secure improvement. Has the ability to probe difference sources of information and demonstrates insight in gathering and sorting key information.
Experience	Experience of work with diverse communities and engaging with individuals who would not normally access mainstream services. Including experience supporting children and families with SEND.

Experience	Experience of working within the arena of safeguarding within an early years or Local Authority context.
Experience	Experience of providing effective professional development.
Qualification	GCSE or equivalent to grade C or above in English and Maths.
Qualification	Evidence of recent, relevant professional development activities.
Qualification	Relevant Level 5 qualification or above as defined by the Early Years Qualification List issued by the Department of Education. Or: Holds EYP / EYT status Or: Relevant related qualification, e.g NPCICL Or: A Level 4 qualification with substantial relevant skills and experience in relation to this role
Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Declaration			
Reviewed/Created By:	Becca Smith		
Job Title:	Childcare Sufficiency Business Lead	Date:	August 2025