

Job Description and Person Specification

Job Title: Early Years Adviser

Job Details	
Grade: 6	£33699 - £39862
Service	Children and Education Service
Location	One Friargate, Station Square, Coventry
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<ul style="list-style-type: none"> To support the Early Years Service to meet the Local Authorities' statutory duties regarding the quality of early education and school readiness, in particular for the most vulnerable. To provide accurate and timely advice, training and support to meet Local Authority Statutory Duties in relation to effective safeguarding practices. Work in partnership with Private, Voluntary, and Independent (PVI) providers, maintained nursery schools and classes, childminders, and out-of-school settings, delivering universal and targeted support proportionate to need. Focus on improving educational outcomes, closing attainment gaps, and ensuring statutory compliance.

Key Responsibilities and Accountabilities

1. Safeguarding and Welfare

- Working under the guidance of senior post holders, to provide training, advice, support and challenge to the early years' sector with regard to safeguarding and welfare practices, safer recruitment, managing allegations, British values and the Prevent Duty to keep children safe, with a particular focus on the weaker providers.
- Working with the Local Authority Designated Officer for Safeguarding (LADO) where an allegation has been made against a professional, including attendance at the multi-agency meetings, information sharing and working with the childcare provider to address actions set by Ofsted or the LADO.

2. SEND and Inclusion

- Liaising with colleagues in the SEND Early Years Team to ensure appropriate specialist support for individual children with Special Educational Needs & Disabilities (SEND). Provide wider advice and support to Early Years Education and Care providers across the birth to 25 remit in line with the SEND Code of Practice to improve inclusive practice across the setting. Signpost to relevant information related to funding as appropriate.

3. Partnership and Strategic Working

- Working in partnership with a variety of colleagues to achieve planned outcomes in relation to the Local Authority statutory duties, the early years strategy and the strategic plans of the Education Improvement and Standards Team and the Education Entitlement Team, implementing agreed policies and procedures to establish coherent and consistent standards. For example, through management of specific projects and participation in other groups' tasks as required.
- Working with colleagues in the Early Years Business, Sufficiency and Funding Team, to support existing and potential childcare providers in the delivery of sufficient sustainable, high-quality childcare. For example, support new childcare providers through the Ofsted registration process and to establish and implement high-quality delivery.

4. Quality Improvement and Sector Support

- Working with providers across the City, providing both challenge and quality improvement advice and guidance to improve practice within the Early Years Foundation Stage, through onsite visits, telephone calls, e-mails, delivering training in-setting, more widely, or signposting to appropriate wider training where available. Keep accurate records of this support in line with the Childcare Act 2016.
- Monitoring practice using a range of strategies and evidence-based approaches to improve welfare and quality standards across all sectors of childcare provision including implementation of the Local Authority Provider Causing Concern Process.
- Providing accurate advice, support and documentation 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.
- Ensuring effective communication with the sector using a range of communication channels

5. Training and Professional Development

- Planning, writing and delivering universal, targeted and bespoke training/briefings documentation related to the Early Years Foundation Stage, including safeguarding, as required to support managers and practitioners in their professional development activities and monitor impact.
- Working with senior post holders to take the lead in an area related to the improvement of education standards for this age group, aligned with provider needs and local/national priorities. Keep senior leaders informed of relevant issues, concerns, and opportunities

6. Data, Evaluation and Process Development

- Monitoring, reporting and analysing the effectiveness of early years' services using available data and information. Use this to inform service planning and delivery. Write and present reports as required for a range of audiences.
- Completing 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.

7. General

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

Key Relationships			
External:	Schools Childminders Early Years Providers Families Health Colleagues DfE Ofsted	Internal:	Children's and Education Services Coventry City Council staff, e.g Library Service, social workers, LADO

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> 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	Well-developed knowledge and understanding of the: <ul style="list-style-type: none"> Early Years Foundation Stage (EYFS) Statutory Framework Ofsted Framework for Early Years and Childcare Providers Coventry Local Safeguarding Board policy and procedures Code of Practice for the assessment of Special Educational Needs and Coventry's Local Offer
Knowledge	Sustains knowledge of relevant funding entitlements available to families and stays up to date with current issues and policy initiatives in the childcare sector. Knowledge of recent and relevant research in child development, early education and early intervention theory.

Knowledge	A clear vision of what constitutes quality in the Early Years Foundation Stage in relation to: learning, teaching, assessment, curriculum provision, parental engagement and quality improvement strategies.
Skills and Ability	Demonstrates a strong commitment to ongoing professional development and actively seeks training opportunities. Embraces innovation and new ways of working to drive continuous service improvement.
Skills and Ability	Demonstrates strong verbal and written communication skills, including the ability to produce clear, well-structured reports, with attention to detail and accuracy. Able to present information effectively to diverse audiences.
Skills and Ability	Proven ability to coach early years practitioners, identify improvements, and model effective practice. Uses evidence-based approaches to drive sustained quality improvement and better outcomes for children. Committed to addressing underachievement and meeting children's learning needs.
Skills and Ability	Highly respected for strong interpersonal and influencing skills, with a collaborative and motivating approach. Listens actively, responds with empathy, and promotes team identity, inclusivity, and continuous improvement.
Skills and Ability	Handles difficult conversations with confidence and sensitivity, using sound judgment even in challenging situations. Navigates power dynamics ethically and exercises authority with professionalism.
Skills and Ability	Proficient in using digital media platforms to share information, engage, and build connections with diverse audiences, tailoring content to maximise reach and impact.
Experience	A minimum of 5 years' experience working with children within the EYFS (birth to 5 years). Can evidence leadership of key areas including, for example: planning, curriculum, implementation, assessment, the development of high-quality learning environments, SEND and Inclusion; supported by evidence of positive impact.
Experience	Experience of managing, motivating and building effective teams at a supervisory level in early years education. Skilled in engaging diverse communities and audiences. Able to support the writing and delivery of training and documentation.
Experience	Experience of probing and analysing different sources of information and data, summarising multiple sources of information, identifying and prioritising key actions regarding compliance with the EYFS Statutory Framework to improve the quality-of-service delivery and outcomes for children and families.
Experience	Uses a range of ICT packages and communication tools to present information and advice.
Qualification	<ul style="list-style-type: none"> GCSE or equivalent to grade C or above in English and Maths Evidence of recent, relevant professional development activities Relevant Level 5 qualification or above as defined by the Early Years Qualification List issued by the Department of Education. <p>Or: Holds EYP / EYT / QTS status</p> <p>Or: Relevant related qualification, e.g. NPQICL</p>

Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointments 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)
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Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>

Declaration			
Reviewed/Created By:	Reviewed by Amanda King		
Job Title:	Senior Early Years Adviser	Date:	July 2025