



Coventry City Council

Job Description

Job Title:	Early Education Improvement & Sufficiency Adviser	Job Number:	L3975D
Service:	Education Improvement & Standards Early Years' Service	Grade:	6
Location:	Friargate, Floor 9		

Our 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.

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 proportion to needs to improve educational outcomes for children, close the attainment gap and ensure 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

Main Duties and Responsibilities:

1. Work with providers across the City, providing both challenge and quality improvement advice 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
2. Improve the quality of services and activities delivered by Private Voluntary and Independent (PVI) childcare providers, monitoring practice through use of a range of strategies and using evidence based approaches to improve legal and quality standards across all sectors of childcare provision including the Local Authority Provider Causing Concern Process
3. Contribute to the annual sufficiency assessment that identifies 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 funding contract.
4. 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.
5. 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.
6. 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

7. 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 and the Education Entitlement team, implementing agreed policies and procedures to establish coherent and consistent standards. For example, through management of a specific work stream and participation in other workstream groups as required.
8. 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
9. 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.
10. 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 in relation to the extended entitlement of 30 hours free provision to improve outcomes.
11. 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.
12. Write and deliver universal, targeted and bespoke training/briefings documentation related to the Early Years Foundation Stage as required to support managers and practitioners in their professional development activities and monitor impact.
13. Work with senior post holders to take the lead in an area related to the improvement of education standards pertinent to this age range and in response to the needs of providers, local and national priorities. Keep the Early Years Strategic Lead and senior post holders within the Early Years Service fully informed of concerns, issues and opportunities for development within this area.
14. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Early Years Foundation Stage: Learning & Development Adviser

Date Reviewed: December 2019

Updated: March 2021



Coventry City Council

Person Specification

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Service:	Education Improvement & Standards Early Years' Service	Grade:	6
Location:	Friargate, Floor 9		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> An understanding of the Early Years Foundation stage (EYFS) Statutory Framework and Ofsted Framework for early years and childcare providers. Including in depth knowledge and understanding of the principles and practice of early years education and the EYFS
	<ul style="list-style-type: none"> Knowledge and understanding of Coventry Local Safeguarding Board policy and procedures
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Can articulate appropriate standards of childcare and out of school activities to achieve high quality provision
	<ul style="list-style-type: none"> Knowledge of Code of Practice for the assessment of Special Educational Needs and Coventry's Local Offer
	<ul style="list-style-type: none"> Comprehensive knowledge of what constitutes quality in the Early Years Foundation Stage in terms of learning, teaching, assessment, curriculum provision, parental engagement and quality improvement strategies, including knowledge of relevant research in child development and early education and early intervention theory

Skills and Abilities:	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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

	<ul style="list-style-type: none"> • Ability to engage in difficult conversations in challenging situations and with people who may be resistant. • Ability to make skilled professional judgement for interventions including in crises and in response to challenge. • Ability to understand and take account of differentials in power and use authority appropriately.
	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Substantial experience of working with children within the EYFS, birth to 5 years, including leading planning and implementing effective curriculum, assessment learning environments with evidence of impact
	<ul style="list-style-type: none"> • 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 regarding quality of service and standards
	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Experience of working within the arena of safeguarding within an early years or Local Authority context
	<ul style="list-style-type: none"> • Experience of providing effective professional development in teaching and learning, leadership and curriculum development for the EYFS and in monitoring and evaluating educational outcomes, and delivery of improvement planning within the EYFS

Educational:	<ul style="list-style-type: none"> • GCSE or equivalent to grade C or above in English and Maths
	<ul style="list-style-type: none"> • Evidence of recent, relevant professional development activities
	<ul style="list-style-type: none"> • 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 status</p> <p>Or: Relevant related qualification, e.g NPCICL</p> <p>Or: A Level 4 qualification with substantial relevant skills and experience in relation to this role</p>

Special Requirements:	<ul style="list-style-type: none"> • 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)
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