

## Early Years Improvement and Inclusion Lead (North/South)

### Grade 12

#### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

#### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

#### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well

#### **About the Service**

The Early Years team are focused on delivering a consistent, high-quality service which responds to the unique needs of early years children and their families, ensuring a focus on the crucial first 1001 days to achieve the best start in life for all. We work with Family Hubs and other partners to ensure that all children have the maximum opportunity to access their funded entitlements in high quality, inclusive settings.

We aim to:

- build respectful and professional relationships, enabling us to effectively lead, empower and upskill the early years sector.

- inspire, motivate and support practitioners and settings through challenge and change, to ensure continued quality improvement and sustainability across the sector.
- collaborate with a wide range of partners to ensure a cohesive and responsive approach to improving outcomes for our youngest children.

The Early Years Team performs key statutory duties and adheres to relevant legislation and guidance to ensure sufficiency of childcare places, promote the health, well-being, progress, and attainment of children in inclusive settings.

### **About the Role**

As the Early Years Improvement and Inclusion Lead you will support the Head of Early Years, being responsible for enhancing the quality and inclusivity of early years settings across Staffordshire to ensure all children are effectively supported to reach their potential.

With responsibility for a defined geographic region, you will be focused on improving outcomes for all children including those with special educational needs through an evidence-based approach.

You will work as part of the Early Years management team to ensure that all children have access to high quality, inclusive Early Years places and that settings and partners have the necessary support to develop inclusive practice. You will also lead a team who provide guidance, support and modelling to empower early years practitioners to deliver high quality inclusive practice.

This post is designated as a Casual car user.

### **Reporting Relationships**

**Responsible to:** Early Years Lead

**Responsible for:** Early Years Senior Consultant (Inclusion), Early Years Senior Consultant (Improvement)

### **Key Accountabilities:**

1. Manage, mentor and develop a team ensuring they are fully aligned and focused on delivering against Directorate priorities and ensuring a culture of continuous improvement and professional development.

2. Manage a team to provide support and expert advice to early years settings on effective practice in early education, safeguarding and early identification of need to develop inclusive practice.
3. Develop, implement and manage a robust monitoring and evaluation process for the performance of early years services, implementing continuous improvement plans, including innovative solutions.
4. Monitor and manage key performance indicators, summarising areas of strength and areas requiring further development. Report on team performance and allocation of resources and ensure that locally determined priorities and objectives are met.
5. Lead and undertake project planning and management including developing and evaluating a range of projects and programmes for the early years' workforce, ensuring that staff are equipped with the necessary skills and knowledge to support all children effectively and identify need at the earliest opportunity.
6. Lead in ensuring all Early Years settings comply with statutory requirements and local authority policies. Keep abreast of legislative changes and lead on the development and dissemination of new policies, processes and practices involving all key stakeholders.
7. Engage with colleagues in Education, Strategy and Improvement, Family Hubs and other stakeholders including families and providers to co-produce changes which once implemented improve outcomes for children.
8. Be responsible for improvement and inclusion related communications to the sector and key stakeholders including MP queries, compliments, comments, parental concerns, and complaints management on behalf of the Head of Early Years and wider team.
9. Engage with and represent the local authority in relation to national bodies and other relevant forums ensuring Staffordshire has a voice and influence in decision making.
10. Prepare and contribute to grant applications, reports and communications for a variety of audiences including Cabinet.
11. Manage and monitor funding allocations, budgets and resources effectively, including procurement regulations, ensuring the efficient allocation and utilisation of funds designated for Early Years services.

12. Lead on governance, policy, risk identification and management, process development and outcomes monitoring ensuring a continuous improvement approach. Undertake quality assurance, project planning and management including allocating resources and ensuring outcomes are evaluated.
13. Identify opportunities to utilise digital technology and data to maximise the efficiency and effectiveness of the service and act as a data guardian/information asset owner ensuring compliance of information assets with all relevant legislation and internal guidance.
14. Deliver against outcomes frameworks, campaigns and initiatives across all aspects of early years, working collaboratively with Family Hubs.
15. Deputise for the Head of Early Years as required and act as Deputy Designated Safeguarding Lead.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.








The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b>  Educated to Level 6 (e.g. degree level) in Early Years, Education or SEND or in management with relevant experience in Children's Services.  Demonstrable commitment to continuous professional development	A  A
	<b>Knowledge and Experience</b>   Knowledge of relevant national agendas, legislation, statutory requirements and policy affecting Early Years   Comprehensive knowledge of the Early Years Foundation Stage Statutory Framework (EYFS), Working Together to Safeguard Children 2023 and SEND Code of Practice   Extensive experience in managing teams, services and projects within Early Years and SEND  Demonstrable experience of working with partners beyond the Early Years service to develop policy decisions and processes to improve outcomes for children	A/I  I  A/I  A/I
    	<b>Skills</b>  Strong leadership and people management skills  Excellent communication and interpersonal skills, capable of working with a diverse range of stakeholders  Strategic thinker with the ability to work at pace and develop and implement effective, creative solutions  Robust analytical and problem-solving skills  Highly organized and detail oriented	A/I  I  A/I  I  I

	Ability to prepare and quality assure clear concise reports	I
	Adaptable, able to lead and manage change and remain flexible to the needs of the service	A/I
	Committed to inclusion and the principles of equality and diversity	I
	Ability to travel as required within the local authority area	I
	Competent in using digital tools including a range of O365 applications	I
	Commitment to improving outcomes for children and families	A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**