Job Title: Early Education and Childcare Development Officer   
Grade: 10

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

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, flourish and contribute to our ambitious plans. Our values are at the heart of 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

Children and Families services place children, young people and their families at the heart of all we do. Where support is required for some families, access to this will be local, accessible and make a difference. We aim to ensure education and skills are the passport to opportunity for all our children and young people. We focus on providing support early, empowering our children, young people and families, our communities and our workforce and creating resilience within communities. We will build upon the strengths that we know exist and seek to improve the outcomes for all those children and families whose lives we touch.

Reporting Relationships

Responsible to: Early Years and Childcare Sufficiency Manager

Responsible for:

Key Accountabilities:

* + - 1. Inform, influence and implement policy and strategyto ensure allearly education and childcare related statutory duties and policies are met. Identify and inform priority areas of work within the team development plan and take a lead in the implementation in specific areas.
      2. Play a key role in all aspects of sufficiency planning and childcare delivery and market development and provide assistance in relation to statutory inspections.
      3. Establish, develop, and maintain positive relationships with early years providers and partners, sharing information and intelligence in relation to early education and childcare to ensure effective practices are in place to support safeguarding, inclusion, quality of provision and sufficiency.
      4. Develop and maintain relationships across early years settings, developing networks that focus on raising standards and improving outcomes for children. Through this partnership working provide opportunities for regular dialogue and direct communication between early years providers, partners and the local authority.
      5. Maximise high take up of funding entitlements by working with early years settings and partners to ensure that childcare related issues are addressed, and each locality has a strong focus on maximising high take up of funded early education entitlements.
      6. Develop links with parents across the districts, seeking their views to identify barriers and seek solutions to accessing the funded early education entitlements.
      7. Participate in inter-agency working groups, contributing to the development of strategies and plans relating to early education and childcare. Represent the local authority at regional and national meetings ensuring that Staffordshire has a ‘voice’ and that effective practice is disseminated to support continuous improvement.
      8. Identify areas requiring development to improve outcomes for children. Plan and lead opportunities relating to early education and childcare including the preparation of funding applications, management and monitoring of projects, including budgets and the implementation of project plans.
      9. Liaise with partners and regulatory bodies to improve quality of provision and escalate concerns where appropriate. Work collaboratively to ensure settings compliance with Staffordshire’s early education funding agreement.

10. Undertake any duties from time to time which are commensurate with the grading of the post.

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

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| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Q Qualifications**   * Educated to degree standard or a similar level of qualification. | A |
| **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Significant experience of working in the early education and childcare sector and/or experience of supporting the early education and childcare sector. * In depth, up to date knowledge of statutory duties, relevant legislation, guidance and polices relating to early years and childcare including Data Protection Act, Equality Act and all safeguarding requirements. * Significant knowledge of the different delivery models of childcare provision across the private, voluntary, independent and school sectors. * Experience of developing positive working relationships with a range of partners and stakeholders to address issues and improve practices. * Experience of leading early years and childcare related initiatives, pilots and projects from initiation through to completion, including the delivery of presentations and briefings to a range of stakeholders. * Experience of understanding and interpreting data to inform priorities. | A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small**  **employer_small**  **employer_small** | **Skills**   * Ability to develop positive working relationships and engage in effective teamwork. * Ability to lead, develop and implement new policies and initiatives to tight timescales in relation to childcare and early education. * Ability to work independently, use own initiative, work under pressure and manage own workload to meet targets and milestones including the ability to identify and manage risks and problem solve. * Ability to manage and monitor budgets and provide projected forecasts to support project planning. * Project management skills * Ability to involve, influence and negotiate with colleagues, partners and stakeholders. * Ability to communicate effectively in a variety of contexts and produce high quality presentations and reports for various audiences. | A/I  A/I  A/I  A/I  A/I  A/I  A/I |

This post is designated as a casual car user

**employer_small** 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**

**Shared Services on 01905 947446**