**BCP Council**

**JOB DESCRIPTION**

**SERVICE UNIT: Education and Skills**

**JOB TITLE:**  **Early Years and Childcare Adviser**

# GRADE: G

# RESPONSIBLE TO: Senior Early Years and Childcare Adviser

# MAIN PURPOSE

# To work as part of a team providing; advice, support, information, and training on the Early Years Foundation Stage (EYFS) welfare and Learning and Development requirements, Safeguarding and Ofsted regulations to childcare organisations, that provide supervised care for children aged 0-14 years (or 18 years for children with disabilities)

* To create and develop effective, professional partnerships with childcare providers, schools, Family Hubs, health, and other agencies across BCP to improve outcomes for children and families and narrow the achievement gap between the lowest performing children and their peers, as identified by the Early Years Foundation Stage Profile data.
* To provide targeted support and challenge to new childcare establishments and those judged less than ‘Good’ by Ofsted, through high quality action planning and monitor providers work to drive quality improvement and ensure good outcomes for children
* To carry out comprehensive safeguarding/Inclusion audits against set criteria with childcare providers, create action plans and monitor progress as required ensuring compliance with statutory requirements.

To produce data and information for senior managers on childcare sector activity including quality improvement plans and statistics to support the Council’s statutory childcare sufficiency duty

# MAIN RESPONSIBILITIES

1. To act as a link advisory officer to early years and childcare settings, registered on the Ofsted Early Years Register and Childcare Register
2. To provide advice and support to providers on safeguarding issues ensuring Early Years Foundation Stage statutory welfare requirements and the Pan Dorset Safeguarding Partnership procedures are followed, challenging noncompliance in this area and liaising with Ofsted, Social care and LADO as required
3. To provide high quality up to date EYFS learning and development advice and support to childcare providers and promote, model, and exemplify the knowledge, skills and understanding of high-quality early years teaching to promote child development of children 0-5 including those with additional needs
4. To independently create and implement targeted support packages to assist new childcare providers and those judged less than ‘Good’ by Ofsted to improve quality of provision.
5. To write bespoke action plans for settings judged by Ofsted to be less than good and monitor providers work against these plans to ensure quality improvement and best outcomes for children.
6. To carry out comprehensive safeguarding audits against set criteria in settings to ensure compliance with statutory regulation and to monitor safeguarding self assessments when submitted to the team, setting actions for improvement as required
7. To support childcare providers to interpret and implement information sharing protocols and manage information received through Domestic Abuse alerts and to provide information to support the Multi-Agency Risk Assessment Conference (MARAC) process
8. To attend Ofsted inspection feedback sessions as required.
9. To design and deliver appropriate, high quality training programmes, guidance documents and other resources relating to: Safeguarding Children and EYFS statutory Safeguarding and learning and development requirements.
10. To ensure that providers’ information, stored on the database, is correct, updated and used appropriately.
11. To advise, develop and support settings’ governance and management practices, including providing training for committees to ensure compliance of their legal responsibilities and duties e.g., staff safer recruitment processes; induction, training, supervision, and appraisal etc. to enable settings to become robust and safe organisations
12. To provide information on childcare regulations and requirements to professionals and users of Family Hubs in conjunction with the Family Information Service
13. To be a member of role related working groups as required.
14. To maintain accurate and detailed safeguarding chronologies, reports, statements, and other records and collate information as required by the Early Years Manager or other Senior Managers
15. To monitor provider’s use of Early Years Pupil Premium funding in settings, providing creative ideas for use of funding to improve outcomes for individual children and meet requirement set out by
16. To produce information and reports as required for strategic groups and the 0-5 and Business Plans
17. To work within the Pan Dorset Safeguarding Partnership policies and procedures ensuring that knowledge is kept up to date
18. To undertake such other duties as may be required from time to time commensurate with the level of the post.
19. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act

Prepared by: Amanda Gridley Updated: (February 2018)

Updated January 2020

**PERSON SPECIFICATION**

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF**  **ASSESSMENT** |
| **EXPERIENCE**   * Extensive experience within high quality Early Years settings or previous advisory experience * Excellent EYFS practitioner including experience of implementing the SEN Code of Practice * Experienced in managing safeguarding policy and practice * Experience making presentations to groups of adults | All Essential | Application Form  Interview  References |
| **QUALIFICATIONS/TRAINING**   * Minimum 3 A levels or equivalent experience * Minimum NVQ level 4 qualification (or equivalent) in Early years/Childcare * Current level 3 safeguarding training * Adult Tutoring qualification | Essential  Essential  Essential  Desirable | Application Form Certificates |
| **APTITUDES/ABILITES**   * Excellent communication and interpersonal skills * Calm approach, able to challenge, deal with conflict and resolve problems independently * A professional role model aware of professional boundaries * Able to deal with sensitive confidential information * Ability to advise, coach, mentor and motivate others * Able to build effective working partnerships with colleagues and other agencies * Ability to analyse and problem solve independently | All Essential | Application Form  Interview  Presentation  References |
| **KNOWLEDGE**   * Extensive technical knowledge and understanding of Ofsted legal and regulatory frameworks relating to the Early Years and childcare sector and their application * Extensive knowledge of Early Years Foundation Stage Statutory welfare and learning and development Requirements * Sound knowledge of the physical, intellectual, linguistic, and social and emotional development of children aged 0-5 years * Sound Knowledge of safeguarding policy and procedure including appropriate referral processes. * Sound knowledge of equality and inclusion and SEND Code of Practice * Confident use of ICT | All Essential | Application Form  Interview |
| **ATTITUDES/MOTIVATION**   * Demonstrated a commitment to high quality service delivery and outcomes for children. * Good self motivation and the ability to motivate others * A reflective and self evaluative practitioner * Values and can support team and multi agency working * Embraces and evidence in practice the benefits of valuing differences * Committed to learning and willing to undertake new and innovative ways of working * Is flexible and able to independently prioritise workload appropriately when under pressure | All Essential | Application Form  Interview |
| **OTHER FACTORS**   * Enhanced DBS check * Full valid UK driving licence and access to a vehicle including business insurance to attend multiple daily appointments and transport training resources around the BCP conurbation * Ability to undertake duties including training delivery during evenings, early mornings, and occasional Saturdays. | All essential | Application Form Interview  Driving License  Insurance Documents  Satisfactory DBS check |