**Job Description & Person Specification**

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| **Post Title** | Early Years Sufficiency Adviser |
| **JE Reference**  | W262 | **Grade** | D+ | **SCP Range** | 12-14 |

**Reporting line:**

Families’ Information Service Manager

Early Years Sufficiency Adviser

N/A

# **Job Purpose:**

* To offer business support to the wide range of childcare and early years settings across the borough, including supporting the Early Years Quality and Training Officer to advise prospective providers around the development of new places.
* To support the updating of the annual sufficiency assessment by providing analysis of data to advise if there are sufficient childcare/early education places to meets the needs of parents in the borough; including provision of free 2,3 & 4 year old places.

# **Relationships:** Part of the Families’ Information Service team

**Accountable to:** Families’ Information Service Manager

**Accountable for:** N/A

**General Contacts:** Schools, Childminders, Childcare Providers, Early Years Quality team advisors

# **Key duties and responsibilities:**

1. To contribute to the annual childcare sufficiency update as required in line with Government Guidance; collecting and analysing data from all childcare providers
2. Ensure that the childcare sufficiency data is kept up to date as required
3. To carry out termly headcount data collection to monitor the number of children who are accessing a funded two year old place.
4. To coordinate the payment of the 2 Year old offer and Funded Nursery Education places for 3 and 4 year olds, including any high needs payments, to support children with Special Educational Needs and Disabilities (SEND) as agreed by the Early Years SEND Panel.
5. To coordinate the collection of data for Early Years Pupil Premium (EYPP), calculation of payments and appeals process.
6. Completion of the annual Early Years census liaising with the Local Authorities Data team, schools and childcare providers.
7. Promote and advise childcare businesses, professionals and parents about the two year old offer, funded nursery education for 3 and 4 year olds, EYPP and other related funding including SEN inclusion funding and Disability Access Fund payments for children with SEND.
8. Work with schools and partners to develop and improve childcare services, ensuring appropriate Ofsted standards are met.
9. Undertake any other general advisory duties within the Families’ Information Service as required.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** July 2021  **Author:** Shelley McKirdy / Sue Beevers

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| **POST TITLE:**  | **GRADE** |
| Early Years Sufficiency Adviser | D+ |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Experience of managing systems in an office environment.
* Experience of operating ICT software packages, including databases.
* Experience of inputting information into data systems.
* Experience of producing reports and statistical information.
* Experience of supporting the writing of reports by providing data analysis.
 |  | A, I |
| **SKILLS AND ABILITIES** | * Excellent communication and interpersonal skills.
* Ability to work effectively as part of a multi-disciplinary team
* Excellent organisational and prioritising skills.
* Ability to work independently using own initiative.
* Ability to support businesses to draw up business plans
* Ability to monitor and review business plans
 |  | A, I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Good general level of education
* Minimum Level 3 qualification in relevant area
* A thorough and detailed understanding of:
* Safeguarding (Children and Vulnerable Adults)
* Knowledge of Childcare Business Support statutory duties and Local Authority duties, as detailed in the Childcare Act 2006 and Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Three and Four Year Olds and Securing Sufficient Childcare September 2012
 |  | A, I, C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours
* Commitment to own continuous personal and professional development
* Strong team player, committed to an ethos of continuous improvement
 | * Full driving licence
* Evidence of own continuous personal and professional development
 | A, I, C  |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
 | * Evidence of having completed training in equality and diversity awareness
 | A,I  |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
 | * Evidence of surpassing customer expectations or service targets / goals
 | A,I  |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE