

# Job Description

<b>Job Title</b>	Early Years Quality & Training Officer
<b>Grade</b>	PO1
<b>Reporting To</b>	Early Years Quality Improvement & Training Manager
<b>JD Ref</b>	BUS0072P

## Purpose

Responsible for the co-ordination and provision of training, development, and quality improvement of practice in early years education and childcare settings. A key part of early years education and childcare, providing intensive support to external agencies and providers. Working collectively with colleagues across Early Help & Prevention Services to ensure children and young people are safer; the daily-lived experience of children and young people gets better; outcomes for children and young people improve; and wherever possible, family breakdown is prevented.

## Main Duties And Responsibilities

### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Ensure the child is at the centre of all work undertaken.
- Deliver independently, using own initiative a range of projects and services to all early years and childcare providers, parents and other partners, including training activities, peer group networks and events.
- Act as a professional role model to others; working with commitment, passion and enthusiasm. Maintain up to date knowledge with child development research and to utilise this in the development of new, innovative practices.

### Communication, Engagement and Training:

- Work in partnership with agencies and professionals who deal with children's developmental and emotional well-being, supporting their training and practice development. Intervening and enforcing appropriate action.
- Contribute towards service improvements across early years provision and childcare settings. Including being proactive in the roll out and embedding of new early years initiatives in response to central/local government agendas.
- Ensure early years professionals are engaged in delivery which enables positive outcomes for children, increasing the likelihood of children achieving Good Levels of Development and improved health and well-being.
- Oversee a training matrix for early years providers ensuring that each setting is compliant with requirements.

- Attend and contribute to multi-agency development meetings.
- Actively identify best practice and high performing practitioners and settings and share through case studies and practice reflections on the #BeTheDifference website.

#### **Data Analysis and Decision-Making:**

- Produce reports for Senior Management, Advisory Boards, Pledge performance groups, as required, that are analytical and comprehensive and contribute to the annual team plan which is aligned to the strategic developmental needs of the service.

#### **Performance Management:**

- Support professionals to achieve clear and concise recording of practice within their setting, supporting the setting with regular quality assurance activity as appropriate.
- Drive up quality for those settings awaiting first inspection and or following an Ofsted outcome of "requires improvement" or 'inadequate' by ensuring action plans are robust and effective, demonstrating SMART objectives. Where a setting is awaiting first inspection, the post-holder has responsibility for quality assurance on behalf of the Local Authority.

#### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that any emerging safeguarding issues are appropriately escalated in accordance with appropriate safeguarding and health guidelines. Identifying risk and recommending appropriate interventions and actions.
- Work with childcare managers to implement and embed practice standards across settings within health & safety, safeguarding, ages & stages and EYFS statutory frameworks.
- Ensure statutory duties are met in relation to the provision of advice and information to parents/ carers and contributing to the Council's childcare sufficiency assessment.

#### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

#### **Qualifications**

- NVQ Level 4 or above in early education, early childhood and childcare related disciplines.
- Training qualification or significant experience.
- Evidence of continued professional development (CPD).

#### ***Desirable***

- Teacher or training qualification



**ACCOUNTABLE**



**AMBITIOUS**



**RESIDENT FOCUSED**



**PROFESSIONAL**

## **Knowledge & Skills**

- A thorough understanding of the Early Years Foundation Stage (EYFS), application of the framework into practice, and the ability to assess progress through EYFSA thorough understanding of the Ofsted regulatory framework for EYFS inspections and the statutory requirements for establishing early years provisions.
- The skill to analyse and interpret findings and recommendations from Ofsted inspections and reports, translating these into improvement activity.
- A thorough understanding of the Childcare Act 2006 and the ability to communicate requirements to providers of early years education and childcare.
- Knowledge and skills to safeguard children ensuring that professional standards are consistently met.
- Ability to work on own initiative.
- Excellent verbal and written communication skills.
- Ability to provide high quality training and support to a range of early years settings.
- Understanding of the needs of adults and children with additional needs and disabilities
- Ability to converse with members of the public and provide advice in accurate spoken English.

### *Desirable*

- Current knowledge of Government legislation and policy initiatives in relation to early education and childcare.
- Ability to respond to difficult situations in a timely way.
- Ability to work across teams and professional boundaries.

## **Experience**

- Experience of working with a range of settings across the private, voluntary and independent sectors and including child minders.
- Experience in childcare and/ or early years education service.
- Understanding of early education and childcare policies, practices and legislative frameworks.
- Experience of working multiagency partnership working, internally and externally to the Local Authority.
- Experience of monitoring quality.
- Experience of planning, co-ordinating and managing distinct projects.
- Experience of delivering training or other learning opportunities.
- Experience of chairing multi-agency meetings.
- Experience of writing reports and case studies for publication.
- Experience of working in outcome-focused community initiatives.

### *Desirable*

- Experience of higher education in a related field.
- Extensive experience of monitoring quality in settings with complex issues.
- Experience of monitoring and evaluating projects.
- Experience of working in a wide range of statutory and community agencies.
- Experience of identifying the needs of children with additional needs and disabilities.



## Additional Information

Work flexibly across the borough to meet delivery requirements of the early childhood service. Delivery of training may be required on occasional evenings and weekends.

Able to travel inside and outside the Borough of Wirral.

### NOTE:

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

### Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

**Approved By: Elizabeth Hartley**

**Date Of Approval: 15th February 2019**

