



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Early Years Team Manager
Service	Best Start in Life
Team	Early Years
Location	Shute end, setting visits and home working
Reports to	Head of Service Best Start in Life
Responsible for	4 * Early Years Adviser roles
Grade	Grade 10 (NL 35-39) £52,414 - £57,870
Contract Type	Permanent
Hours	Full-Time

Main Accountabilities	
1.	Manage the team that meets the Local Authority's duties in relation to information, advice and guidance to the maintained and non-maintained early year's sectors, developing effective communication and partnership arrangements with managers of settings, headteachers, Early Years Foundation Stage (EYFS) Leads and childminders.
2.	Work together with colleagues and external partners to improve outcomes for children aged 0-5 years, as measured in the Borough's Early Years Foundation Stage Profile and in the results for the % of children achieving Good Levels of Development (GLD) with a particular focus on reducing inequalities in outcomes for the most vulnerable.
3.	In liaison with Ofsted, Wokingham's Family Help and Safeguarding Service and Wokingham's Children's Safeguarding Partnership Board, provide safeguarding training support and advice to the non-maintained early year's sector on the management of safeguarding in early years.
4.	Coordinate steps to maximise the take up of the universal offer for vulnerable 2-year-olds by ensuring accurate identification of those eligible and effective communication of the offer and ensure the provision of, and access to, sufficient early education places in line with statutory requirements.





5.	Manage a programme of training, advisory support, planning and quality assurance of the EYFS based upon published Government requirements.
6.	Ensure a programme of training and workforce development to meet the statutory requirements of the EYFS and contribute to workforce planning to meet the Council's childcare sufficiency and early education entitlements.
7.	Ensure arrangements are in place for the strategic planning, line management, supervision and continuing professional development of staff in the team.
8.	Maintain and develop strong partnership with internal and external colleagues in health, safeguarding, financial and legal services, as well as education.
9.	To lead on the strategic approach to communications and the provision of information to the early years sector, working as appropriate with the Communications Team and other colleagues across Children's Services, to ensure the sector remains up to date with the latest developments nationally and locally.
10.	Act as Children's Services first point of contact for Early Years, ensuring all communications are effectively dealt with and information and material from the DfE and elsewhere is effectively absorbed, distributed and used.

Person Specification	Essential	Desirable
Education/ Qualifications		
Qualified Teacher Status (QTS) or Early Years Teacher Status (EYTS) or Early Years Professional Status (EYPS)	Yes	
Graduate-level (Level 6) qualification in Early Years, SEND, Early Childhood Studies, or equivalent	Yes	
Level 7 qualification – e.g. National Professional Qualification for Early Years Leadership, or relevant master's level qualification		Yes
Business / Management– qualifications in leadership / project management / business administration, etc		Yes
Recognised qualification in supporting children with SEND or other relevant specialist area		Yes
NSPCC Train the Trainer Safeguarding qualification		Yes
Evidence of commitment to continuing personal and professional development.	Yes	
Knowledge		
In depth expert knowledge of the Early Years Foundation Stage (EYFS), SEND Code of Practice (2015), and relevant legislation, including implications for local authorities and providers	Yes	





Strong understanding of what constitutes high-quality early years provision, teaching, learning, and inclusive practice, particularly for children with SEND and additional needs	Yes	
Experience		
Substantial experience and a proven track record as an Early Years teacher and leader working across multiple sites or setting	Yes	
Proven track record of improving the quality of early years provision and raising outcomes for children, including those with SEND across multiple sites or setting	Yes	
Experience of working with a wide range of stakeholders, including early years providers, schools, and health partners, Ofsted and others as appropriate	Yes	
Experience of delivering training, support, or workforce development to early years practitioners from a diverse range of settings	Yes	
Skills & Competencies		
Ability to provide expert advice and challenge to settings on curriculum, pedagogy, assessment, and inspection readiness	Yes	
Ability to drive sustained quality improvement through targeted support, coaching, mentoring, and workforce development	Yes	
Strong communication skills, with the ability to foster and develop robust relationships with key stakeholders, including representatives from Ofsted and the DfE, Multi Academy Trusts, Trade Unions, Headteachers, Governors, Parents, the wider Early Years sector.	Yes	
Proven ability to effectively use data, intelligence and evidence to create meaningful insight and to inform decision making and strategy	Yes	
Ability to quickly produce professional documentation, policy documents, accurate reports, presentations and written updates to a range of stakeholders (which may include elected members, senior officers and external partners).	Yes	
Ability to foresee and take appropriate, corrective action to address potential problems.	Yes	
Proficient in using digital tools including Microsoft Teams, Word, Excel, and data systems	Yes	





Behaviours/ Attributes		
Demonstrates awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Yes	
Self-motivated and committed to maintaining up-to-date knowledge of early years legislation and national policy	Yes	
Resilient and able to provide constructive challenge while maintaining positive relationships, within the team as well as with external partners	Yes	
Collaborative approach, working effectively across education, health, and care systems	Yes	
Strong organisational skills, with the ability to prioritise workload and manage competing demands	Yes	

Service & Role Purpose and Values	
Service Values	This role is a key part of Wokingham's Best Start in Life Service. We are committed to inclusion, collaboration, continuous learning and improving outcomes for children and families. We value relationship-based practice and place children and families at the heart of everything we do. Our corporate values are: • Customer focussed: Put ourselves in our customers shoes and listen, to deliver services we would like to receive. • One team: Work jointly with our residents, colleagues, councillors and partners, across any boundaries, to ensure efficient, effective delivery on behalf of our communities. • Taking ownership: Taking responsibility for issues and addressing them with actions we see through to resolution. Be accountable for our service delivery in the context of our community well-being and Council objectives. • Being ambitious: Aiming for excellence in the outcomes we pursue and the way we do things. Being forward- thinking, innovative, entrepreneurial and accepting risks where possible.
Service Purpose	The Early Years & Childcare Service fulfils the Local Authority's statutory duties under the Childcare Acts 2006 and 2016 by ensuring high-quality, inclusive, and sustainable early years provision across the borough. This is achieved through: • Meeting statutory responsibilities in relation to early years provision, safeguarding, and support for children and families. • Providing strategic leadership and advice to elected members and senior officers on national and local developments in early years, including the implications for children, families, and providers.





	• Securing high-quality provision in line with the Early Years Foundation Stage (EYFS), with a strong focus on improving outcomes for all children, particularly those who are disadvantaged or have SEND. • Ensuring childcare sufficiency, including securing enough high-quality, accessible places for all eligible children and supporting providers to be sustainable and compliant with statutory requirements. • Working in partnership with private, voluntary, and public sector organisations, as well as internal council services, to support children's development, learning, and wellbeing, and to reduce inequalities across Wokingham. • Promoting inclusion and equality of access, removing barriers to early education and supporting families, especially those with additional needs, to enable every child to fulfil their potential. • Safeguarding and promoting the welfare of children, ensuring providers understand and meet their responsibilities and are held accountable for effective practice. • Supporting and developing the early years workforce through the provision of advice, guidance, training, and targeted intervention for settings requiring improvement or registering with Ofsted. • Ensuring effective administration of early years funding, including accurate data returns to the Department for Education and payment to eligible providers for eligible children. • Providing clear, accessible information, advice, and support to families on early years and childcare services. • Driving continuous improvement and excellence, contributing to the Council's wider ambitions through service innovation and effective team working.
Role Purpose	The Early Years Team Manager will provide leadership, vision and effective management to lead the council's Early Years Advisory Team and Early Years Inclusion Team, with a focus on: • Quality improvement • Inclusion - with a focus on narrowing the attainment gap • Compliance and sufficiency • Early Years SEND Support This will include understanding the needs of children and families to develop and implement strategy, establishing and monitoring systems to drive improvement, and ensuring that resource is effectively utilised to improve outcomes, with a particular focus on improving outcomes for the most disadvantaged children in the Borough.





	The Team Manager will take lead responsibility for ensuring there are sufficient high quality early learning and childcare places for eligible children across Wokingham. The role requires close collaborations across the council, partnership, voluntary and private sectors with a view to working to shared ambitions. They will play a key role in developing, leading and implementing the vision for Early Years as part of the Borough's wider Best Start in Life Strategy and programme so that all early years foundation stage providers receive high quality support and challenge, statutory duties are fully met, and Wokingham's children have the best start in life.
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Supervision and Relationships	
Supervision Received	The role will receive at least monthly supervision from the Head of Service Best Start in Life who will provide support, guidance and appropriate challenge as required.
Supervision Given	The role has line management responsibility for the Early Years Advisory Team and the Early Year Inclusion Team as follows: <pre> graph TD A[Head of Service - Best Start in Life] --> B[Early Years Team Manager 1FTE] B --> C[Early Years Advisers * 5 FTE] B --> D[Early Years Area SENCO (0.8 FTE)] B --> E[Portage Senior Practitioner 1FTE] </pre>
Contacts	Internal: Best Start Family Hub Team, Education and Belonging, Family Help & Safeguarding, SEND & Inclusion, Educational Psychology. External: Early years providers including childminders, schools, health colleagues, public health, the voluntary sector and community based services.

Resources/Budget Management
To work within the budget envelope of the team and service.

Special Requirements
This role requires an ability to work flexibly across a range of sites and WBC bases; this will include travelling to relevant locations across the borough. An enhanced DBS is required for the role. There is a requirement to be able to work some evenings and the weekends, to support the delivery of family hubs, as required. It may also require some building management responsibilities.





Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Not directly
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Office based or visiting early years settings round the Borough.

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N





Disclosure and Barring Service (DBS)		Details
DBS Requirement	Enhanced	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks
Enhanced DBS - every 3 years.

Evaluation Declaration	
Date of Evaluation:	TBC
Evaluated by:	HR Team

