

**Job Description**

**Job Title: Early Years Childcare Team Leader**

**Salary Grade: 8**

**SCP: 31 - 35**

**Job Family: Organisational Support**

**Job Profile:** OS4

**Directorate: Educational Services**

**Job Ref No:**

**Work Environment:** Agile

**Reports to:** Strategic Lead School Improvement & Early Years

Your normal place of work will be at Bunny Hill Centre, Sunderland, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

* To produce the annual Childcare Sufficiency report to inform the city-wide Early Years and Childcare Sufficiency Strategy.
* To support providers to reshape and create new early education, childcare and out of school places in line with Early ears and Childcare Sufficiency Strategy including alternative governance, management and delivery structures.
* To oversee Early Years and Childcare provision strategy across the city. Working with providers to ensure they offer financially viable Early Years and Childcare places.
* To support providers in ensuring a sufficiency and the sustainability of free early education provision for two, three and four year olds in schools and the private, voluntary and independent sectors.
* To have an overview of the childcare provision across the city for children aged 0 – 14 universally and up to 18 where a young person has a special educational need and/or is disabled and/or is a Child in Care.
* Ensure sufficient and flexible DfE funded EY free entitlement places for 2,3 and 4 year olds are available across the whole sector within the city.
* Manage the provider agreements that exist between settings and Together for Children.

**Key Responsibilities:**

* To deal with enquiries from Early Years settings, schools and members of the public, on-line, face to face, over the phone or electronically in relation to childcare provision and Early Years improvement services.
* Work with providers to produce business plans which are aligned to the Council’s place planning strategy and their own business audit.
* Provide expert and responsive information, advice, guidance and support to providers on local and business needs where necessary.
* Work with other members of Together for Children, to engage with other local authorities, national organisations and government departments, such as Department for Education, to ensure Sunderland City Council can demonstrate capacity is sufficient and sustainable, meeting its sufficiency duty and is compliant with all government expectations.
* Coordinate support for new and current Early years and Childcare providers to establish and maintain long term viable Early Years and Childcare businesses, ensuring the provision of high quality robust business advice, support and challenge as appropriate and necessary.
* Maintain expertise in and understanding of the national and local legislative and policy requirements for early education and childcare.
* Maintain a good understanding of the issues facing childcare providers and be able to identify solutions that secure sufficient childcare
* Maintain effective analysis of early years’ outcomes to target those providers who are likely to require more intensive support and prioritise workload accordingly.
* Develop information, stakeholder engagement plans and training materials for providers to build their capacity, skills and knowledge.
* Lead the annual programme of contract monitoring with early years and childcare providers; to ensure funding claims are accurate.
* To keep all providers up to date of policy changes relating to funding and how this may impact their business, sharing best practice business models to ensure the early years education, childcare and out of school market is sustainable.
* Ensure timely, robust and high quality interventions where early years providers are judged by OFSTED to be ‘requiring improvement’ or ‘inadequate’, providing advice, training, support and challenge across the range of business and sustainability practices as appropriate and necessary in order to ensure that provision become ‘good’ as quickly as possible.
* Line manage a team of Early Years Advisory Teachers and Childcare Development Officers, to ensure effective, consistent information, advice and support is available across the team.
* Promote best practice in early years contributing to raised standards within non maintained early years settings through the provision of guidance, challenge and support through a range of activities including, one to one visits, training and group activities.
* Identify and promote training and professional development needs of practitioners.
* Ensure settings comply with safeguarding and equality requirements for all children and families.
* Provide advice and guidance to ensure prospective childcare providers comply with the welfare requirements, ensuring that training is accessed and support is brokered if appropriate.
* To assist in the production and distribution of high quality information and promotional material and maintain the school improvement services website.
* To be aware of current data protection legislation and ensure that all administration systems comply with current data protection issues.

**Common Duties and Responsibilities:**

* To participate fully in a process that sets, monitors and evaluates standards at individual, team performance and service quality so that the users and the Service’s requirements are met and that the highest standards are maintained.
* To support the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated and adhered to.
* To ensure that professional practice is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.
* To follow the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control.
* To work in collaboration with colleagues and management to ensure that the service delivery is flexible, efficient and effective.
* To work in ways that ensure the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.
* All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.
* To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.
* All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.
* All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The company has a Personal Information Security Policy in place.
* The company has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post as directed by the School Improvement Services Manager.*

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

* Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.
* Comply with the principles and requirements of the Freedom in Information Act 2000;
* Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;
* Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

**Person Specification**

**Job Title: Early Years & Childcare Sufficiency Team Lead**

**Role Profile reference:**

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| **Essential Requirements** | |
| **Qualifications / Work Experience:**   * Evidence of further study/relevant professional qualifications. * Level 5 and / or Degree level qualification in an appropriate field. | Application Form / Interview |
| **Experience of :**   * Significant experience of leading a setting(s) through a number of Ofsted inspections that demonstrate good / outstanding practice. * Evidence of strong and effective partnership working that has achieved success. * Effective contribution to strategic planning and target setting. * Assisting with statutory processes and procedures to set deadlines. * Substantial experience of IT systems, relevant applications and databases. * Experience of working with and maintaining confidential information. * Experience of budget management. * Experience of analysing local and national data. * Working with families and settings to achieve resolutions to complaints / reports | Application  Form/ Interview |
| **Knowledge and understanding of:**   * Knowledge of relevant statutory requirements relating to the service including the Childcare Act 2016. * Knowledge of electronic recording systems for ensuring data is robust and consistent. * Knowledge of information governance and data security * In depth knowledge of quality assurance processes and particularly Ofsted frameworks. * Knowledge of DfE Statutory Guidance in relation to Free Early * Education and Childcare provision. * Working knowledge of legal status options including Management Committees and Charity regulations. * Knowledge of business and financial practice particularly in relation to business sustainability. * Detailed knowledge and understanding of the EYFS statutory requirements and free entitlements. * Knowledge about the needs of different childcare providers including childminders, local authority nurseries, day-care nurseries, playgroups, out of school clubs | Application  Form/Interview |
| **Ability to:**   * Work autonomously with drive and enthusiasm and prioritise own workload * Demonstrate reliability, consistency and integrity. * Form and maintain positive working relationships with a wide range of people within the organisation, with schools and external partner * Competently use word processing, presentation and spreadsheet packages e.g. MS Teams, Word, Excel, Outlook, and PowerPoint * Work with others to achieve shared goals. * Analyse and interpret qualitative and quantitative information. * Demonstrate personal organisational skills including time management * Work outside normal office hours * Work flexibly to meet needs of the role. * Adapt to changing circumstances and new ideas. * Demonstrate innovation and creativity. * Demonstrate drive for continuous improvement. * Commitment to securing positive outcomes for children and young people. | Application Form/Interview |
| * Commitment to Equal opportunities | Interview |

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