

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>		<b>Service Area:</b>	
<b>JOB TITLE: Early Years Development Adviser 0-7</b>			
<b>GRADE: Soulbury 6-12 (inc 3 SPA)</b>			
<b>REPORTING TO: General Adviser 0-11</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>  The purpose of the job is to promote high achievement in schools and settings, with a particular focus on <ul style="list-style-type: none"><li>Ensuring all pupils make good progress throughout early education in schools and settings 0-7</li><li>Ensuring effective transition policy and practice between and across the Early Years and Key Stage 1</li></ul>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To provide high quality support and training for practitioners in schools and settings and other professionals, including leadership teams	
	2.	To provide high quality challenge and support to schools and settings by: <ul style="list-style-type: none"><li>Identifying and disseminating good practice</li><li>Analysing performance data and other information in order to intervene appropriately in schools and settings requiring extra support</li><li>Engaging with schools and settings in planning the implementation of strategies to support all children and in all aspects of school improvement 0-7, particularly in relation to progress and transition</li><li>To follow LA procedures for working with schools and settings</li><li>Moderating teacher assessments for the Early Years and Key Stage 1 in accordance with statutory requirements</li></ul>	
	3.	To work with other colleagues in promoting achievement across the Early Years and Primary phases by: <ul style="list-style-type: none"><li>Working with practitioners in schools and settings across the curriculum to remove barriers to learning and improve the quality of teaching and learning for all children 0-7</li><li>Developing strategies to co-ordinate the identification of professional development and training needs</li><li>Devising and delivering an appropriate professional development programme which reflects local needs</li></ul>	

		<ul style="list-style-type: none"> <li>• Providing professional support and advice to schools to ensure their understanding and compliance with assessment procedures for children 0-7</li> <li>• Monitoring and evaluating the impact of strategies to improve the quality of teaching and learning for all children 0-7</li> <li>• Building capacity at strategic and operational level in order to make appropriate provision for all children 0-7, including those falling below national norms</li> </ul>
	4.	<p>Appropriately supporting links with other agencies by:</p> <ul style="list-style-type: none"> <li>• Liaising and working collaboratively with other advisers and professionals to ensure a strategic approach to raising standards and accelerating achievement</li> <li>• Contributing to the production and implementation of appropriate plans, in line with Council and DfE requirements and current legislation</li> <li>• Representing the LA at regional and national level at appropriate training events, meetings and conferences</li> <li>• Promoting Home/School links</li> <li>• Promoting partnership working between schools and the PVI sector</li> </ul>
	5.	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
	6	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements
	7	To undertake such other duties and responsibilities commensurate with the grading and nature of the post
	8	To ensure that all customers, both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council
<p><b>3. GENERAL</b></p> <p><b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.</p> <p><b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>		

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Gill McCleave		
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated            October 2021**



## PERSON SPECIFICATION

Job Title/Grade	Early Years Development Adviser 0-7	Soulbury 6-12 (inc 3 SPA)
Directorate / Service Area	Children's Services	Education Improvement Services
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ol style="list-style-type: none"> <li>1. Qualified Teacher Status</li> <li>2. Full driving licence</li> <li>3. Degree</li> </ol>	<ol style="list-style-type: none"> <li>4. Higher degree or equivalent</li> </ol>	<p>Application form</p> <p>Documentary evidence</p>
Experience	<ol style="list-style-type: none"> <li>5. Successful experience of teaching in a primary school</li> <li>6. Proven track record of high quality teaching in EY and/or KS1</li> <li>7. Successful leadership of school improvement initiatives</li> <li>8. Significant knowledge and understanding of child development, educational practice,</li> </ol>	<ol style="list-style-type: none"> <li>10. Experience of leading effective CPD</li> </ol>	<p>Application / Interview / Reference</p>

	<p>research evidence and current developments in primary and EY education</p> <p>9. Experience of supporting others to develop their practice</p>		
Knowledge & Skills	<p>11. Have excellent communication skills</p> <p>12. Sort, analyse and evaluate information</p> <p>13. Apply criteria to make sound judgements</p> <p>14. Work effectively as an individual</p> <p>15. Work effectively with a range of adults e.g. headteachers, teachers, fellow professionals in schools and settings, support agencies in other disciplines etc.</p> <p>16. Knowledge of Ofsted education inspection framework</p> <p>17. Knowledge of the statutory framework for the EYFS</p> <p>18. Knowledge of the KS1 curriculum, particularly the core subjects</p>	<p>19. Knowledge of governance</p> <p>20. Experience of statutory assessment and moderation in EY and/or KS1</p>	Application / Interview / Reference
Specific behaviours relevant to the post	<p>21. Desire to go on learning and the ability to learn quickly.</p> <p>22. Ability to motivate others and inspire the confidence of fellow professionals</p>		Application / Interview / Reference

	<p>23. Vision, creativity, optimism and the ability to be innovative</p> <p>24. Adaptability, flexibility and resilience</p> <p>25. Professional integrity, reliability and consistency</p>		
Other requirements	<p>26. Knowledge of and commitment to the education improvement agenda and of the issues facing education over the next five years</p> <p>27. Knowledge of and commitment to inclusion principles and practice.</p> <p>28. Knowledge of effective safeguarding practice</p> <p>29. A clear understanding of what makes for excellent teaching and learning for children aged 0-7</p> <p>30. Experience of engaging in the cycle of school improvement</p> <p>31. Understanding of the process of people working together: team building, decision making, monitoring and improving performance and problem solving</p>	<p>32. Ability to engage in a wide range of teaching, learning and curriculum debates in the locality, regionally and nationally</p>	<p>Application / Interview / Reference</p>

**Person Specification dated            October 2021**