

Post title: Early Years Adviser – Schools

Evaluation: **Grade:** Soulbury 10-13 (+3SPA)

Responsible to: Senior Adviser – School Effectiveness

Responsible for: Staff as Allocated

Job purpose: Provide challenge, advice and guidance to schools on the development of effective early years and foundation stage provision, with a particular focus on language, early reading and transition to key stage one.

Main duties:

- 1 To provide advice and practical support to early years leaders and head teachers about their early years and early reading provision
- 2 To devise and lead a program of training for schools that supports improvement of provision across the sector
- 3 To develop and sustain strong early years networks across the city and within trusts, enabling effective sharing of expertise and school to school support
- 4 To use a range of available information, including assessment data, to identify schools that may need additional support and to identify potential city-wide issues affecting early years and early reading
- 5 Contribute to the improvement of providers causing concern or those at risk of becoming so, and lead reviews of schools' early years and early reading provision
- 6 Co-ordinate city-wide statutory assessment procedures for the end of the reception year and for phonics
- 7 To work closely with colleagues in the School Effectiveness team, the SEN team, the wider council and external agencies to address issues and improve practice
- 8 To lead and contribute to initiatives aimed at improving early years and early reading provision

- 9 Provide advice and guidance in relation to Ofsted inspections with a particular focus on early years and early reading
- 10 To develop and maintain positive, collaborative relationships and partnerships both within and outside of the Council.
- 11 To promote and implement the Council's Equality policy in all aspects of employment and service delivery.
- 12 Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.