

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Education, Inclusion & Achievement	
JOB TITLE: Early Years Development Adviser 0-7			
GRADE: Soulbury 6-12 (inc 3 SPA)			
REPORTING TO: General Adviser 0-11			
1.	JOB SUMMARY: The purpose of the job is to promote high achievement in schools and settings, with a particular focus on - Ensuring all pupils make good progress throughout early education in schools and settings 0-7 - Ensuring effective transition policy and practice between and across the Early Years and Key Stage 1		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	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: - Identifying and disseminating good practice - Analysing performance data and other information in order to intervene appropriately in schools and settings requiring extra support - 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 - To follow LA procedures for working with schools and settings - Moderating teacher assessments for the Early Years and Key Stage 1 in accordance with statutory requirements	
	3.	To work with other colleagues in promoting achievement across the Early Years and Primary phases by: - 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 - Developing strategies to co-ordinate the identification of professional development and training needs	

		• Devising and delivering an appropriate professional development programme which reflects local needs • Providing professional support and advice to schools to ensure their understanding and compliance with assessment procedures for children 0-7 • Monitoring and evaluating the impact of strategies to improve the quality of teaching and learning for all children 0-7 • Building capacity at strategic and operational level in order to make appropriate provision for all children 0-7, including those falling below national norms
	4.	Appropriately supporting links with other agencies by: • Liaising and working collaboratively with other advisers and professionals to ensure a strategic approach to raising standards and accelerating achievement • Contributing to the production and implementation of appropriate plans, in line with Council and DfE requirements and current legislation • Representing the LA at regional and national level at appropriate training events, meetings and conferences • Promoting Home/School links • Promoting partnership working between schools and the PVI sector
	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

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

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 March 2026



PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	• Qualified Teacher Status • Full driving licence • Degree	• SENCo qualification • Evidence of continued professional development	Application form Documentary evidence
Experience	• Successful experience of teaching in a primary school • Proven track record of high-quality teaching in EY and/or KS1 • Successful leadership of school improvement initiatives • Significant knowledge and understanding of child	• Experience of leading effective CPD	Application / Interview / Reference

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

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

Person Specification dated

September 2026

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Education, Inclusion and Achievement
JOB TITLE: Early Years Development Adviser 0-7	
GRADE: Soulbury 6 -12 (inc 3 SPA)	
JOB LOCATION / BUILDING: Education Development Centre	
REPORTING TO: General Adviser 0-11	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		X

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		X
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		X
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.	X	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) DSE Training and assessment should be completed on commencement – arranged by manager	X	
Any Other: Please identify any other known risks associated with this job role.		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:



Date: 21.9.26

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk