

<b>Title</b> <i>Early Years Quality Improvement Advisor</i>	<b>Department</b> <i>Children, Families and Young People</i>	<b>Post Ref.</b> <i>CF/0004/0005/0006/AM</i>
<p><b>Job Purpose</b></p> <p>To provide assistance to the Early Years Specialist Teachers to promote and support the delivery of high quality early education and childcare provision in order to raise attainment, especially for vulnerable children.</p> <p>To work in a collaborative manner with early years providers to support and challenge them to improve the quality of their provision in line with Ofsted expectations.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To raise standards in settings by both challenging and supporting providers using appropriate quality improvement tools including a process of observation, evidence gathering, reflection and analysis.</li> <li>2. To provide/secure information, advice and training to settings that supports quality improvement.</li> <li>3. To support the Annual Conversation process to identify areas for improvement.</li> <li>4. To contribute to pre and post Ofsted inspection support where required.</li> <li>5. To contribute to the development of cross-sector practitioner network and support their effectiveness.</li> <li>6. To support the implementation of the EY Tracker.</li> <li>7. To advise and support practitioners to deliver inclusive practice.</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Specified service targets within agreed timescales</li> <li>2. Improving educational and life outcomes for all young children</li> <li>3. Effective engagement with providers to secure high quality of provision</li> <li>4. Effective record keeping and report writing</li> <li>5. Safeguard the welfare of children</li> <li>6. Work flexibly according to the needs of the service.</li> <li>7. Effective implementation of the Early Years tracker</li> </ol>	

8. To advise and support settings to strengthen safeguarding practice and access to early help services/processes. 9. To advise and support settings to create communication friendly spaces. 10. To support settings to effectively engage parents in their child's learning 11. To promote effective and smooth transitions for children 12. To support providers to work collaboratively with key agencies to meet individual needs of children and families.	
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**The post holder will perform any duty or task that is appropriate for the role described**

***Person Specification***

<b><i>Education and Knowledge</i></b> 1. Degree in Early Years or equivalent 2. Understanding of current legislation and of relevant key local/national policies including those relevant to children with SEND 3. Detailed knowledge of child development and the Early Years Foundation Stage 4. Working knowledge of Ofsted inspection requirements 5. Understanding and knowledge of safeguarding practice.	<b><i>Personal skills and general competencies</i></b> 1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 4. Ability to meet agreed objectives and delivery targets. 5. Ability to communicate clearly and effectively using a range of methods. 6. Ability to demonstrate a coaching and mentoring approach to bring about improvements to practice.
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***Experience***

1. Substantial experience of leading and managing high quality early years provision.

Tier 7 – Experienced / Professional Staff

<ol style="list-style-type: none"> <li>2. Experience of a range of children with SEND</li> <li>3. Experience of collaborative work with a range of practitioners and agencies</li> <li>4. Experience of working with parents/carers</li> <li>5. Experience of safeguarding children</li> </ol>	<ol style="list-style-type: none"> <li>7. Ability to maintain accurate records.</li> <li>8. Ability to co-deliver training and CPD</li> <li>9. Ability to work collaboratively with a range of early years practitioners/services.</li> <li>10. An ability to promote inclusion and equal opportunities.</li> <li>11. Ability to recognise and respond to safeguarding issues in line with relevant policies</li> <li>12. Ability to use ICT appropriate for the role.</li> <li>13. Ability to work on own initiative and as part of a support team.</li> <li>14. Willingness to travel across the county and to change geographical working area on request as dictated by the needs of the service</li> </ol>
<p><b><i>Role Dimensions</i></b></p> <ol style="list-style-type: none"> <li>1. Responsibility for the delivery of support and advice to early years practitioners in order to increase the number of settings providing high quality early education places particularly for disadvantaged children.</li> <li>2. Responsibility for contributing to overall achievement and a narrowing of the attainment gap.</li> </ol> <p><i>Please attach a structure chart</i></p>	

Date 16/0/14

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