

Job Description

Department: People & Communities

Division/Section: Education

Job Title: Head of Early Years & Childcare Service

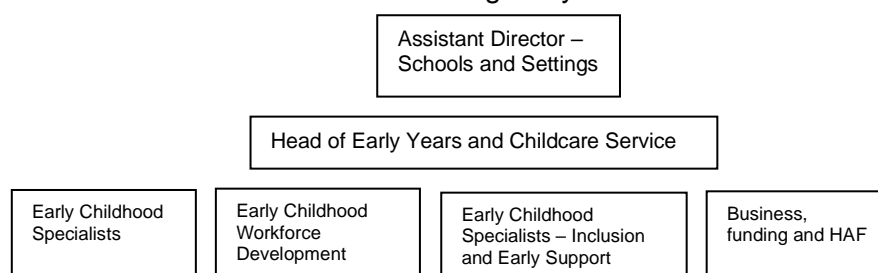
Post No: 008007

Grade: Hay 7

Reports to: Service Director Education - Peterborough City Council

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



CRB Check applicable?

Standard ☐ **Enhanced** x ☒ **None** ☐

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☐ **No** x ☒

Line Management responsibility for:

No. of direct reports: 15

No. of indirect reports: 2

Size of budget:

Accountable for approx. £18m

Job Purpose:

- Lead the implementation of strategy, policy, plans and procedures for the Early Years & Childcare Service, ensuring effective delivery of services for children and families, particularly those most vulnerable.
- Responsible for the allocation, processes and payments to all early years and childcare providers of the Early Years element of the Dedicated Schools Grant and the Holiday Activities and Food Programme.
- Ensure the Local Authority is compliant in meeting its statutory duties under the Childcare Act 2006 to ensure sufficient, quality early education and childcare provision and to improve the well-being of all young children

Main Duties and Responsibilities:

1. Lead the development of a comprehensive strategy for early years education and childcare in the context of the national agenda and the local authorities overall strategic development to improve outcomes.
2. Manage and develop the work of the Early Years and Childcare Service to provide effective support across the city to maximise the benefit for all children and families, through promoting best practice, ensuring financial security, availability of high-quality early years education and appropriate early intervention services and support for children with special educational needs within the early years.
3. Lead on the local authority delivery of the Holiday Activities and Food Programme in line with DfE requirements.
4. Manage the allocation of funding, the processes, the payments and monitoring/reporting of the DSG early year's education entitlement funding to all early education providers within the city, the special educational needs inclusion funding and the grant funding to deliver the Holiday Activities and Food Programme.
5. Manage the service to ensure that there is both sufficient childcare provision that is of an appropriate quality, meeting the needs of all children. Ensuring a joined up approach to both elements.
6. Responsible for the forward planning, monitoring and achievement of performance targets, relevant priorities and improvement measures around specific outcomes particularly for those most vulnerable and their families across the city.
7. To work in partnership with providers to promote cost effective working relationships and maximize the opportunities to enhance service provision, customer experience and positive outcomes for children and their families.
8. Ensure the childcare sufficiency duties placed on the Local Authority (Childcare Act 2006 and Apprenticeships, Skills, Children and Learning Act 2009), including development of the Childcare Sufficiency Assessment in line with current government guidelines are met.
9. Oversee the implementation of the actions resulting from the Childcare Sufficiency Assessment and action plans to support the development of the childcare market to benefit children, families and childcare providers
10. Ensure the long-term sustainability of early year's education and childcare settings within Peterborough through effective processes for managing the supply, demand and expansion of the childcare market.
11. Lead the development and delivery of effective grant application processes to support childcare place creation and expansion.
12. Manage non-compliance of contracts, including challenging childcare providers where there has been a breach of contract or grant funding has been inappropriately spent and take appropriate steps to recover funds where necessary.
13. Promote and develop the work of the Early Years and Childcare Service in order to secure, in collaboration with all partners, providers and users, high quality, sufficient and cost effective services to children, parents and carers to improve outcomes for the most vulnerable.

14. To oversee and ensure the funded nursery education to the most vulnerable 2 year olds, is run effectively, achieving targets and maximising value for participating families ensuring robust financial management and monitoring of the scheme, reporting to DfE within agreed deadlines.
15. Utilising a wide range of approaches, alongside available data and indicators, develop strategies and policy to improve outcomes and narrow the gap between the most disadvantaged children 0-5 and the rest.
16. In accordance with Regulations, ensure the accurate provision of information and advice about childminding and day care to all registered providers within the city and those seeking to register under Part 3 of the Childcare Act 2006 and application process of the Early Years Childcare Register, Compulsory Childcare Register, and Voluntary Childcare Register.
17. Responsible for the strategic planning, development and delivery of continuous professional development to early years and childcare practitioners on the Early Years, Compulsory and Voluntary Ofsted Childcare Registers, as set out in the Childcare Act 2006.
18. Responsible for the effective delivery of the Early Years Foundation Stage in line with the Local Authority Statutory Duties as set out in the Childcare Act 2006.
19. Responsible for the strategic planning, development and delivery of the support and challenge to the early years and childcare sector to improve childcare provision. Manage the processes where provision fails to meet minimum standards required to receive early years funding.
20. Ensure effective systems are in place for the collection and collation of data and information to inform future planning within the areas of responsibility. Using robust analysis and assessment of Ofsted Reports and statistical data, devise systems and processes to provide challenging advice and support to all existing providers prior to and in preparation for the Ofsted inspection process.
21. To liaise appropriately with Ofsted, partner agencies and other local authority departments, to ensure that recommendations, complaints or challenges are addressed.
22. To provide effective support and guidance within the early years and childcare sector to those who may have child protection concerns or where allegations have been made against staff. Act as the named point of contact to guide staff through appropriate processes, liaising closely with the local authority designated officer and all appropriate local authority teams, to ensure all children within an early years and childcare provision are safeguarded.
23. Participate in the Performance Management and Appraisal processes and any relevant development programmes arising from this.
24. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
25. To comply with all Health & Safety at work requirements as laid down by the employer.

Generic Responsibilities

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To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE:

COMPLETED BY:

PETERBOROUGH



Person Specification

JOB TITLE:

Head of Early Years &
Childcare Service

GRADE: Hay 7

HOURS

37

DIVISION:

Education

DATE:

POST NO:

DEPARTMENT;

People &
Communities

DIRECTOR:

Jonathan Lewis

COMPLETED BY:

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none">• In depth knowledge of the Childcare Act 2006.• Excellent understanding of the Ofsted Inspection Framework, the Early Years Foundation Stage and the Ofsted Childcare Registers.• Excellent knowledge of current developments in early years education and childcare.• Excellent understanding of the needs of children and families, particularly those deemed most vulnerable.• Good knowledge of early intervention services and support.• Good knowledge of Child Protection procedures• Knowledge of planning and delivering training.	Previous experience of providing advice on registration and inspection
SKILLS & ABILITIES	<ul style="list-style-type: none">• Excellent ability to work to ones own initiative over a very broad area, with the ability to effectively prioritise work in order to meet deadlines;• Demonstrate a commitment to the implementation of the Councils vision, mission and values statements• Demonstrate evidence of highly effective leadership and management skills.	

	<ul style="list-style-type: none"> • High level of analytical skills. • Highly developed skills in negotiating and shaping/influencing outcomes; • Highly developed assessment and monitoring skills; • Clear ability to identify and implement quality assurance benchmarks and understand their use. • Highly effective communication and presentation skills across differing mediums including working with the media; • Excellent ability to promote team working; • Ability to win the co-operation of partners and stakeholders in implementing new strategies • Ability to motivate and develop employees both directly managed and indirectly managed. 	
EXPERIENCE	<ul style="list-style-type: none"> • Extensive experience of working within the early years and childcare sector. • Successful experience of managing a team. • Successful experience of working in partnership with a variety of agencies • Experience of exercising positive professionalism • Experience of participating in/or undertaking a registration inspection 	- experience of /monitoring Quality Assurance schemes
QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant qualification at degree level. • Evidence of a personal commitment to continuous professional development • Relevant management experience. 	<p>Qualification relevant to Registration and Inspection processes</p> <p>Relevant Postgraduate Qualification</p>
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Current driving licence and the ability to provide a suitably insured vehicle for use in connection with the duties; • Willingness to work evenings and weekends where necessary 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care	