

Job Description

Department: People & Communities

Division/Section: Early Years Service

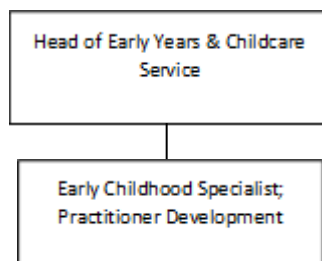
Job Title: Early Childhood Specialist – Practitioner Development

Post No: 006435

Grade: 8

Reports to: Head of Early Years & Childcare Service

Organisation Chart: Show immediate manager and any jobs reporting to this post.



CRB Check applicable?

☐ Enhanced ☐

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

Yes ☐ No ☒

Line Management responsibility for:

No. of direct reports: 0
No. of indirect reports: 0

Size of budget:

None

Job Purpose:

- 1.** To be responsible for the design and creation of the annual Professional Development Programmes for early years and childcare practitioners, based on identified training needs and to meet the requirements of the Childcare Act 2006.
- 2.** To ensure processes are in place that provide robust financial management and monitoring of the EYFS Services professional development budget.
- 3.** To develop and maintain effective partnerships and network with Providers, Trainers and outside agencies to ensure successful training events

Main Duties and Responsibilities:

1. To design and develop, alongside colleagues from the Early Years and Childcare Services Team, all Professional Development and Support Programmes for early years and childcare practitioners, to meet Government targets for the Childcare Sector and the requirements of the Childcare Act 2006.
2. To be responsible for providing information and guidance on available qualifications and professional development in line with Statutory Duty Section 13 of the Childcare Act 2006 to all registered and potential registered providers.
3. To update the Professional Development 'Training Plan' to ensure the efficient and successful running of planned training courses, advising trainers of times, venues etc.
4. To identify and organise training opportunities for individuals wishing to work in childcare, as part of an ongoing recruitment strategy
5. To organise all training related processes; resource preparation; equipment and venue bookings; register preparation etc.
6. To provide time-critical responses by telephone, e-mail etc on a daily basis.
7. To support training providers by establishing and providing resource requirements prior to training events.
8. To update information and maintain systems and processes to administer applications and confirmation of bookings daily ensuring the efficient running of training events.
9. To be responsible for establishing and maintaining effective systems and processes, to collate information on new and past training and qualification courses in order to have ready access to important data when required.
10. To be responsible for the collection and for maintaining accurate information on training, qualifications, trainers and practitioners across the city, to ensure accurate and consistent up to date data, whilst constantly ensuring confidentiality.
11. To undertake robust analysis of training data to identify needs, trends, interpret information, and evaluate take up to support future planning and to maximise potential income generation.
12. To coordinate the evaluation of the training programme, to identify impact of training initiatives and quality of training to support future planning of the training programme
13. To be responsible for collating, inputting and providing reports relating to course attendance and evaluation information.
14. To be responsible to liaise with providers regarding qualification data ensuring information held is current and regularly updated.
15. To be responsible for monitoring spend in relation to the Professional Development Training budget and all related income generated, reporting income generation against the target.
16. To raise and process relevant purchase orders through to receipting, raising invoices and other financial requirements using 'Agresso'.
17. To be responsible for the financial processes and practical elements of the Early Years Traded service. This will include raising and processing invoices, managing timely payments and following up outstanding debtors.
18. To actively devise new systems or processes to work toward continuous improvement by developing effective time management and increase productivity.
19. To provide accurate information and a robust screening process for the recruitment and registration of Childminders.
20. To be responsible for advertising the Early Years and Childcare Professional Development Programme through marketing material and correspondence to ensure the full take up of programmes.

21. To respond empathically and proactively to telephone enquiries regarding practitioner development and have the skills and knowledge to handle difficult people and situations in a positive way.
22. To liaise with local authority colleagues and outside agencies regarding venue reservations, resources etc.
23. To facilitate training events/conferences when required.
24. To participate in the Professional Development Review process and any relevant development programme arising from the process.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p>
Flexibility Clause:	<p>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.</p>
Variation Clause:	<p>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.</p> <p>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.</p>

DATE:
May 2023

COMPLETED BY:
Pam Setterfield

PETERBOROUGH



Person Specification

JOB TITLE:	Early Childhood Specialist; Practitioner Development	POST NO:	006435
GRADE:	8	DEPARTMENT:	People & Communities
HOURS	37		
DIVISION:	Education	DIRECTOR:	Jon Lewis
DATE:	March 2023	COMPLETED BY:	Pam setterfield

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of the Childcare Act 2006.• Knowledge of the requirements of the Statutory Framework for the Early Years Foundation Stage• Specialist knowledge of current developments in early years education and childcare• Extensive knowledge of professional development and the organisation of training events• Knowledge of requirements in relation to children's wellbeing, health and safety• Knowledge and experience of effective customer care and principles;• Commitment to the implementation of the Councils vision, mission and values statements• Knowledge of planning and delivering training	<p>Knowledge of issues relating to Data Protection and Freedom of Information ;</p> <p>Knowledge of Early Years and Childcare Qualifications structure and the current Government agenda;</p>
SKILLS & ABILITIES	<ul style="list-style-type: none">• Ability to demonstrate highly developed communication skills, in writing and orally including skills for delivery of training• To work to one's own initiative and to prioritise work in order to meet deadlines• Ability to maintain effective office administration and financial systems using electronic formats;• Excellent interpersonal caring skills including dealing with confidential and sensitive matters;• Ability to develop systems based upon commissioning principles;• Ability to complete tasks with accuracy	

	<ul style="list-style-type: none"> and attention to detail; • Ability to establish, maintain and develop effective systems and processes to ensure efficiency and continuous improvement; • Ability to interpret complex information or situations and to solve difficult problems independently but also as part of a team, making and maintaining good working relationships with staff at all levels; • Ability to advise, support and guide team members on the use of financial systems and other processes; 	
EXPERIENCE	<ul style="list-style-type: none"> • Successful experience of planning, sourcing and implementing effective training events • Successful experience of working in partnership with a variety of individuals and external agencies. • High-level of understanding and experience of the use of Agresso, or similar financial systems, financial spreadsheets and accounts and responsibility for financial resources; • Proven experience of working with the public, external organisations and partners on the telephone and face to face; • Successful experience of using all appropriate IT software including use of spreadsheets. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE Level A – C or equivalent in English and Maths Evidence of a personal commitment to continuous professional development • Relevant level 3 childcare qualification, or significant related experience 	<ul style="list-style-type: none"> • Degree in related area
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willingness to work evenings and weekends where necessary • Ability to organise resources and ICT required for training in locations across the city • Willingness and ability to work flexible hours to meet the needs of the job role; 	<ul style="list-style-type: none"> • Full UK driving licence • Access to a vehicle
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]