

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area: Children's Services**

**Job Ref Number: 01753**

**Service Area: Early Help Early Years and Childcare Support Team**

**Grade: G8**

**Job Title: Sector Support and Development Consultant**

### PURPOSE OF JOB:

Contribute to the delivery of services for your area of responsibility. Assist, as appropriate, with:

- Providing an integrated approach to performance management, quality standards and service delivery
- Embedding new ways of thinking and working
- Develop and maintain strong, positive working relationships with locality teams, providers, partners as appropriate

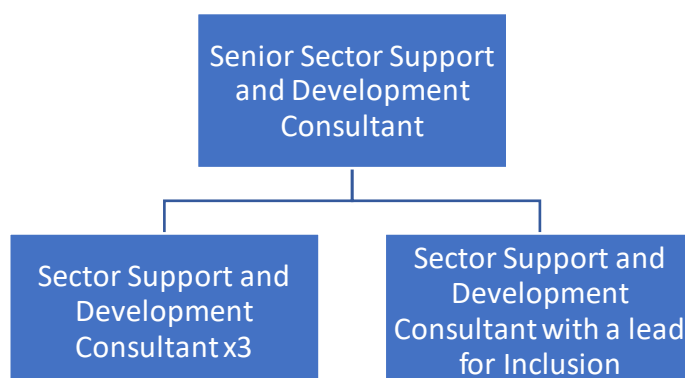
To work as part of the School Readiness Hub to ensure the effective, efficient and sustainable delivery of Early Years and Out of School Childcare provision across the county.

To provide support, information, advise and challenge to ensure appropriate levels of quality early years and childcare provision across the county.

To work with a variety of key partners across Lincolnshire to develop and sustain a model of sector led improvement, developing sustainable solutions for the improvement, support, and development of early years and childcare provision across the county.

To deliver a programme of support to ensure the service offers quality business support to early year's settings to effectively implement the EYFS safeguarding and welfare requirements.

### TEAM STRUCTURE:



<b>MAIN DUTIES:</b>	
1	Deliver upon targets to support meeting the current Early Years and Childcare Outcomes Frameworks and the Sufficiency duty.
2	Undertake auditing activity as allocated with early years and childcare providers across the county to support self-evaluation that will inform on the quality of provision and the extent of any unmet legal requirements.
3	Review and assess funding applications for Early Years Capital and Revenue Funding streams to support the development, sustainability and quality improvement of all childcare provision according to need. Monitor funding contracts as allocated.
4	To provide business and financial advice, information and guidance to support the development and sustainability of private, voluntary, independent early years and childcare provision including childcare provision in schools.
5	Provide considerable and appropriate support to an agreed improvement plan on an allocation basis. Monitor setting progress towards Ofsted actions and recommendations and report this to the Lead Consultant for Sector Support and Development or Senior Sector Support and Development Consultant.
6	Provide settings who have an Ofsted grading of less than good with effective support and advice with regard to their Ofsted actions to improve their Ofsted outcome at their next inspection.
7	Promote and support safer recruitment and safeguarding practices. Signpost the early years and childcare sector accordingly.
8	Support the establishment and development of Early Year's provision under school governance where appropriate liaising with LCC colleagues and other stakeholders.
9	Provide information, advice and guidance to support the development of new early years and childcare businesses, business take-overs and the expansion of existing businesses, working with LCC colleagues and other stake holders.
10	Provide information advice and guidance on a range of governance models.
11	Provide advice on suitability of premises and environments for childcare activity, including relocations.
12	Provide information, support, advice and motivation to newly registered early years and childcare providers to achieve good or better judgements at first Ofsted inspection.
13	Develop and maintain a package of business support and operational resource tools for childcare providers to support effective leadership and management and effective practice.
14	Support planned and sudden closures liaising with LCC colleagues and other stakeholders where there is evidence a closure will impact negatively on childcare sufficiency.
15	Compile information for the open and closures within agreed timescales. Evaluating information obtained via the Ofsted portal.

16	Contribute to the Service website to ensure up to date information is available in relation to Sector support and development including safeguarding and welfare information.
17	Deliver high quality Leadership and Management training to the early years and childcare sector as required.
18	Develop and deliver a range of high-quality material for presentations/workshops/ aimed at sharing knowledge and information, for staff working in early years and childcare settings.
19	Develop, maintain and deliver a specific programme of training to up skill committee members to meet identified needs provide appropriate support to committee run groups to support effective leadership and management of their provision.
20	Take an active role in the Tender Process to recruit suitable early years and childcare providers to deliver services from Local Authority premises.
21	Provide support and guidance to new and existing early years and childcare providers in respect of occupation of LCC premises and or maintained school sites. Work with LCC property colleagues to prepare Heads of Terms to ensure leases are in place.
22	Provide support, advice and guidance to early years and childcare providers on lease/letting arrangements with other non-LCC landowners and landlords such as the Diocese.
23	Maintain and update appropriate and relevant records and reports in order to maintain an audit trail of support.
24	Keep up to date with relevant early years and childcare legislation, regulation and guidance, charities commission, constitutions, legal and employment issues.
25	<p>Coach/mentor colleagues as appropriate to embed new ways of thinking and working to</p> <ul style="list-style-type: none"> <li>• Maximise the impact of resources and value for money to achieve improved outcomes for the Council</li> <li>• Ensure effective performance management to deliver outcomes in line with service delivery contracts</li> <li>• Provide expert advice and guidance as appropriate for own area of expertise.</li> <li>• Deliver a personal portfolio of projects and/or specific work</li> <li>• Demonstration of the Council's Core Abilities (at the relevant level) <ul style="list-style-type: none"> <li>○ Personal Leadership</li> <li>○ Being Future Focused</li> <li>○ Political and Commercial Astuteness</li> <li>○ Supporting a High Performing and Flexible Workforce</li> <li>○ Drive for Results</li> </ul> </li> </ul>
26	Understand and work with the market as appropriate, developing and maintaining relationships with localities, EY and childcare providers, service users, stakeholders, and commissioned partners.
27	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators.

28	Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture, style and the systems and processes of the County Council.
29	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes.
30	Ensure Council resources are optimised and utilised effectively and efficiently. Ensure the way in which resources within your area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.
31	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
32	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
33	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.
34	As an employee, create a positive image of the County Council.
35	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
36	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
37	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A degree or the ability to perform at that level. A current and relevant childcare qualification to minimum level 3 with experience of managing and leading a team.	A	Yes	
Specialist and professional knowledge in 0 – 11 sector with up to date knowledge of childcare legislation, child development and a sound understanding of the EYFS and the Childcare register.	I	Yes	
Knowledge & understanding of Safeguarding (child protection) is essential	I	Yes	
The post requires skills in financial and resource management and a good level of literacy and numeracy skills underpinned by excellent communication skills.	I	Yes	
The role requires excellent organisational skills and abilities due to the range of priorities that change on a daily basis	I	Yes	
Competent IT skills. Good interpersonal skills with ability to apply tact and diplomacy and a strong understanding of customer care.	I	Yes	
A clear understanding of equality and diversity within the work setting, at the point of service delivery and within a childcare and educational environment. Post holders should be comfortable working with ambiguity and uncertainty	I	Yes	

\*A = Application form    T = Test/Assessment    I = Interview    P = Presentation

## **GENERAL**

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties 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.

**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 Lincolnshire County Council 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.