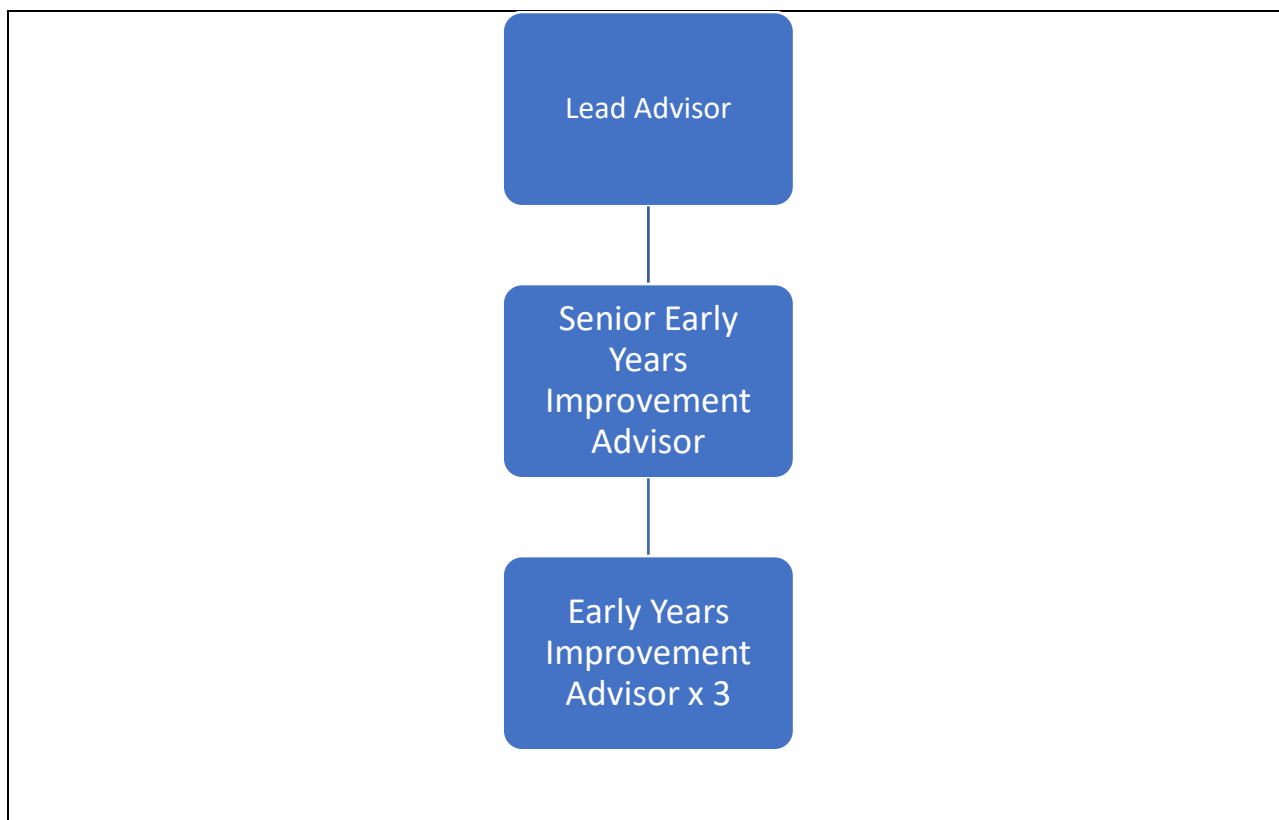


JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Children’s Services	Job Ref Number: 01645
Service Area: Early Years and Childcare Support Team	Grade: Soulbury EA 5-8 + 3 SPA points
Job Title: Early Years Improvement Advisor	
PURPOSE OF JOB:	
<p>To work as part of the allocated Locality team as part of the School Readiness Hub to ensure the local authority meets its statutory duties in relation to Early Years, childcare and education in the delivery of the EYFS and sector improvement in Lincolnshire.</p> <p>To work flexibly according to the needs and priorities of Children's Services to ensure we offer high quality support, advice, training and challenge to early years settings to improve the educational outcomes for all children with a focus on the most vulnerable. (SEND, CiC, Children on a plan, early years pupil premium)</p> <p>Deliver county wide work streams which underpin the key strategies of Children's Services in relation to the delivery and improvement of Early Years, Childcare and Education provision across the county; working with locality teams, EY providers and key partners as required.</p> <p>Contribute and participate in the processes and systems that support and underpin county wide early help strategies.</p> <p>Use knowledge of locality need to plan training/cluster events to support with Getting to Good and Targeted Improvement Providers so that targeted improvement is delivered.</p> <p>To include taking part in locality moderation and agreement trialing events of the EYFSP as required.</p>	
TEAM STRUCTURE:	



MAIN DUTIES:

1	To implement strategies to ensure that Childrens Services meets its key objectives and targets in relation to EYFS.
2	To provide challenge, support, monitoring and advice to early years and childcare providers in order to raise the quality of early years provision in Lincolnshire.
3	As an Improvement Advisor you will link to a locality to give focused support on improvement to a specific area, working with the Early Years Locality leads Specialist Teachers and Early Years Practitioners to share data and knowledge of locality needs to inform improved service delivery.
4	Provide monitoring and tracking of child level data with a focus on vulnerable children in relation to identified work streams.
5	To take responsibility for the implementation of one or more county wide work streams disseminating and sharing information as appropriate to ensure the up to date policy and guidance is available to settings and localities.
6	Develop sustainable relationships within the early years childcare and Education sector. Support a model of sector led improvement across the maintained, PVI and education sector.
7	To co-ordinate the planning, preparation and delivery of high quality training programmes and materials to both schools, settings, childminders and locality colleagues as appropriate.
8	To ensure appropriate advice and bespoke support is delivered to EY providers with an Ofsted outcome of less than good as agreed with the Lead Advisor.
9	To provide information and advice to providers regarding the EYFS, teaching and learning, policy developments, - other materials and resources, as appropriate.
10	To support the moderation of the Early Years Foundation Stage Profile assessments.
11	To be part of a rota that provides the early years sector with telephone support and advice available for the inclusion of children with SEND as required.
12	To review, assess and evaluate applications for inclusion (SEND) funding support as part of the allocation process.
13	Contribute to the planning and delivery of leadership and management briefings sessions and events across the county.

14	Liaise regularly with appropriate offices/agencies, commissioned partners, Locality Teams, the School readiness Hub and other professionals to achieve a co-ordinated approach to EY provision, delivery and information sharing.
15	Attend regular team meetings as required.
16	Keep up to date with relevant early years, childcare and education issues, guidance and regulation.
17	Have regard to 5.8 of the SEN code of practice to ensure targeted improvement work includes this focus where necessary.
18	Deputise for Senior Improvement Advisor, in relation to areas of responsibility as required.
19	Undertake such other duties as may be determined from time to time within the general scope of the post; duties outside the general scope of the post will be required only with the agreement of the post-holder

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Qualified Teachers Status	A	Y	
Degree or equivalent	A	Y	
Evidence of own continuing Professional Development	A	Y	
Experience of working with children 3-5 years old	I	Y	
Experience of developing and leading successful projects or initiatives	I	Y	
Experience of supporting, advising and developing the practice of colleagues via a support and challenge approach	I	Y	
Experience of working with professionals to support children with additional needs	I	Y	
Experience of delivering training to teachers and other EY professionals	I	Y	
Experience of undertaking moderation of the EYFS	I	Y	
Experience of working with settings to improve learning and quality of provision for all children with a positive impact of Ofsted outcome of the setting	I	Y	
Sound understanding of early years child development from 0-5y	I	Y	
Sound understanding of EYFS and other documentation relevant to the curriculum	I	Y	
Sound knowledge of current national and local initiatives	I	Y	
Sound knowledge of current philosophy and practice for early years provision	I	Y	
Sound understanding of inclusion issues, including needs of bilingual learners, barriers to learning, gender issues, disability	I	Y	
Able to model effective and sensitive practice for colleagues to extend learning	I	Y	
Have a sound understanding of the role and needs of the parents in their child's development	I	Y	
Ability to monitor, evaluate and improve provision and outcomes for children	I	Y	

Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT	I	Y	
The ability to work independently, lead teams and groups of people and contribute as a team member	I	Y	
The ability to determine own priorities, be self-motivated and manage time and workload effectively, demonstrating calmness under pressure	I	Y	
The ability to communicate clearly and effectively, verbally and in written form, with a wide range of people including children, staff, parents and Governors other LA service areas	I	Y	
Resilience, flexibility and ability to retain a sense of perspective	I	Y	
Experience of working with vulnerable 2y olds	I		Y
SENCo experience	I		Y
Experience of leading county wide workstreams	I		Y
An understanding of effective coaching systems and how this can be used as a form of CPD	I		Y
An understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion.	I		Y

*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.