

Role Profile

Job Title:	Principal Early Years Foundation Stage Adviser	Grade:	Spinal column point range: Soulbury 27-31
Department:	Early Years	Post no:	P027828
Directorate:	Children and Families	Location:	Perceval House

Role reports to:	AD Integrated Early Years, Preventative and Youth Service
Direct Reports:	Early Years Consultants Team
Indirect Reports:	Training administrator
<p><i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i></p>	

JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check

PURPOSE OF ROLE:

The Postholder will have lead responsibility for ensuring that the quality of all early years provision in Ealing is of the highest level and that attainment at the end of the Early Years Foundation Stage (EYFS) meets local, London-based and national expectations for continuous improvement.

Particular responsibilities will include:

- To provide strategic and overall management responsibility for all aspects of early years foundation stage quality improvement across schools, voluntary, independent and private provision, including childminding.
- To challenge and support PVI settings, Childminders and Early Years Provisions within schools in order to raise achievement and improve the life chances of all young children across Ealing.
- To develop and implement a targeted intervention approach with all key partners to ensure that groups of children at risk of underachievement receive the best chance of educational success measured by progress and attainment at the end of the Early Years Foundation Stage.
- To ensure relevant performance data is collected and managed at all levels to inform effective decision-making.

KEY ACCOUNTABILITIES:

- Develop early years policies and strategic plans to coordinate responsibility and activities across the Early Years Consultant's (EYC) team to improve quality and standards across Ealing in partnership with stakeholders.
- To work together with Ealing Learning Partnership (ELP) to support quality improvement in schools.
- To maintain an up-to-date overview of the quality of early years providers, identifying potential risks early and providing timely support and challenge to keep standards high.
- To assist PVI settings, Childminders and Schools in all aspects of leadership and management to improve the outcomes for children within the EYFS.
- Analyse attainment and other data sets in context against comparator information to identify good practice and challenge under performance, including achievement of specific groups of children, and raise awareness of potential trends.
- Develop income revenue through Early Years Quality service, with year on year improvement in premium (buy-back) subscriptions, service quality, high brand reputation and value for money.
- When appropriate carryout rigorous observations of teaching using nationally agreed criteria or local guidance to provide feedback through accurate recording and analysis of evidence.
- To provide direct management support to the EYC team following best practice guidelines within the Council to ensure all quality improvement objectives are met.
- To maintain a detailed knowledge of all EYFS provision across Ealing so as to be able to provide regular briefings on progress.
- To adhere to rigorous record keeping procedures to capture and evaluate the impact of advice given to early years providers

KEY PERFORMANCE INDICATORS:

- Future Ealing EYFSP targets for improvement met year on year
- Future Ealing EYFSP reduction in the attainment gap targets met year on year
- Majority of early years providers are judged as Good or better by OfSTED
- All funded 2 year olds receive Good or better early education quality
- Majority of 3 and 4 year olds receive Good or better early education quality

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):

- EYC team
- Early Start team / Early Start Inclusion team
- Children's Centre leads
- Ealing Learning Partnership

AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):

- Senior level
- management of the EYC team
- management of Early Years Quality service – Premium membership (buy-back)
- policy and procedures development
- management of budget / income revenue
- data management
- reporting to the AD Integrated Early Years, Preventative and Youth Service

Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

Key criteria – applicants need only address points with * please give examples.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES:

1. Excellent communication skills to ensure effective strategic leadership and management of the early years quality agenda
2. * Understanding of implementing PVI settings and Childminder improvement strategies to bring about sustainable, sector-led quality improvements
3. * Knowledge of EYFS provision in schools, and experience in leading transition between settings and schools.
4. * High level data analysis skills to inform strategic decision-making and drive improvement at all levels of service delivery
5. Capacity to assimilate information rapidly and provide constructive feedback on priority issues
6. * Expertise in inspection and legislative frameworks to safeguard children and ensure optimal progress
7. Excellent negotiating skills to contract with key partners to ensure agreed actions are implemented
8. * Knowledge of working within performance management systems to challenge and motivate a diverse team
9. * Experience of providing a wide range professional development opportunities and proven skills as a dynamic trainer.
10. Excellent problem solving skills so as to be able to respond to challenging situations to improve outcomes
11. Well developed team working skills to ensure an integrated response to quality across the council

12. * Experience of promoting equality of opportunity in all aspects of professional practice

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION
(e.g. HCPC)**

- 1) * Senior Leadership experience in Early Years Foundation Stage phase
- 2) * Qualified Teacher Status and evidence of continuing professional development
- 3) Eligibility for external NPQSL or similar

Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards