

Job Description and Person Specification

Early Years Out of Schools Quality Improvement Officer

A Lambeth to be proud of



Job Title: Early Years Out of Schools Quality Improvement Officer

Department: Education & Learning

Grade: PO2

Reports to: EYFS Schools & Educational Improvement Consultant

Responsible for: N/A

Job Purpose

To support and develop high quality, flexible and accessible early years childcare and out of school provision on a locality basis across the borough.

Responsibilities

1. To provide guidance, advice, support and challenge to the range of early years and childcare providers in the maintained, private and voluntary sectors to ensure delivery of high-quality services.
2. To support new providers to develop a sound knowledge and understanding of high quality, inclusive, sustainable and accessible provision prior to registration.
3. To support providers prior to an Ofsted inspection ensuring that inspection outcomes improve for all providers across the borough.
4. To support the implementation of the Early Years Foundation Stage Statutory Framework.
5. To support the dissemination of the childcare sufficiency assessment (CSA) to providers to ensure there are meeting local needs.
6. To ensure that early years settings and out of school provision fulfil their statutory obligations in relation to Ofsted, EYFS and Inclusion.
7. To provide evidence-based advice, support and guidance to all early years and out of school practitioners in order for practice to improve and standards of achievement to be raised.

8. To model and disseminate good practice to childcare providers. This includes offering support advice and implementing best practice with providers.
9. To design and deliver training to providers to ensure that good practice is disseminated across the borough.
10. To work in partnership with the out of school sector ensuring consistent advice and support is offered across the borough.
11. To liaise with the locality-based Business Development Officer and Business and Workforce Development Lead to ensure all providers have early access to business planning support thus preventing sustainability issues.
12. To establish effective working partnerships with maintained, private, voluntary and independent providers to support sustainable development of childcare.
13. To inform the EYFS Schools & Educational Improvement Consultant of any provision where the quality of provision is judged as inadequate and contribute to the planning of an intervention programme as required.
14. To maintain accurate records on Synergy of visits made to all providers, ensuring they are recorded and stored in the correct format and disseminated to the provision and the EYFS Schols & Educational Improvement Consultant no later than ten working days after the visit.
15. To encourage and promote child and parent participation in developing high quality provision and improving outcomes for children.
16. To support the communication and dissemination of information to providers through forums, networks, newsletters and the Young Lambeth Website.
17. To support all providers to develop and embed effective quality assurance process that will lead to sustainable quality provision.
18. To develop effective working relationships with internal and external partners.
19. To keep abreast of national and local developments in early years and childcare and ensure that any changes are communicated within the department.
20. To attend internal and external meetings to represent the service as required and be responsible for preparing reports and briefing papers as required.

21. To deputise for the EYFS Schools & Educational Improvement Consultant when advice is required on the particular areas of expertise.
22. To observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of yourself and your fellow employees.
23. To carry out the responsibilities of the post at all times with due regard to equal opportunities, the Data Protection Act and the maintenance of confidentiality and service user choice.
24. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
25. To undertake such other duties as are consistent with the purpose and grade of the post.

PERSON SPECIFICATION

<p>It is essential that you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Key Knowledge	K1	Knowledge of the Childcare Act 2006 and other relevant legislation	✓A
	K2	Knowledge of child development and good practice in childcare	
	K3	Knowledge of different types of childcare provision	
	K4	Knowledge of Ofsted registration requirements	✓A
	K5	Knowledge of EYFS statutory requirements	✓A
Relevant Experience	E1	Experience in childcare development.	✓A
	E2	Experience of providing guidance, support and challenge to childcare providers to improve quality.	✓A
	E3	Experience of building partnerships with organisations from different sectors.	✓A
Qualification	Q1	Educated to least NVQ Level 3 or equivalent relevant qualification and willingness to be educated to degree level.	✓A

	<p>Equity</p> <ul style="list-style-type: none"> • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. 	
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		<ul style="list-style-type: none"> • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals. 	
		<p>Kindness</p> <ul style="list-style-type: none"> • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
		<p>Accountability</p> <ul style="list-style-type: none"> • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise 	

		<ul style="list-style-type: none"> • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth. 	