



Job Profile

JOB TITLE:	Early Years Entitlement Expansion Project Officer
GRADE:	POA
POST NO:	
JOB TIER:	4
DBS CHECK:	Enhanced
DIRECTORATE:	Social Care
DEPARTMENT:	Child and Family Services

REPORTING STRUCTURE

Reports to:	Early Years Service Manager
Direct Reports:	post specific
Indirect Reports:	post specific

ROLE PURPOSE:

- To take a lead role in working collaboratively with teams across the Local Authority, Schools, Families, Childcare providers (including private providers, childminders, community and voluntary organisations and early years settings) to assess supply and demand of childcare provision.
- To support with the expansion of childcare places in regard to sustainability, and ensure childcare provision is accessible to children and families, including those with SEND.

- To contribute to and lead on the LA statutory duty to deliver the Expanded Early Years Entitlement reporting into the DfE.

A. Job Description

1. People Management

- To productively manage internal relationships at a senior management level with various departments across the council and externally.
- To foster a culture of reflective practice, continuous improvement and workforce development.
- To ensure all team members receive the appropriate level of communication to maintain engagement with the Councils vision, priorities and activities.

2. Resident and Community Contribution

- To demonstrate an understanding of the Councils' *Customer Care standards* and ensure that these standards are met in order to deliver the Councils vision of 'putting our residents first'.
- Undertake the mapping of current early years provision across the county.
- Consult with parents/carers, providers, and children about demand for early years childcare.

3. Operational Service Delivery

- Provide business planning and marketing advice and guidance to new and existing early years childcare providers and schools to develop, support and sustain childcare provision for children from 0 to 5 years of age following Ofsted and the EYFS statutory guidance.
- Inspire, influence, and motivate Head Teachers, Governors, Managers, Lead Partners, Senior Education Leaders and early years/childcare practitioners through the Early Years Strategy.
- Provide ongoing monitoring, advice, support and challenge to providers to ensure high quality inclusive practice is maintained, improvements are monitored and poor practice is reported through appropriate channels.

- Identify and share models of best practice.
- Contribute to the development of cross-sector provider networks and support their effectiveness.
- Work collaboratively within the local authority and with key external agencies to ensure joined up partnership working to meet individual needs of children and families. This will involve forming relationships between the local authority, local job centres, providers, and community representatives.
- To support the monitoring of the quality of service through the development of effective systems for collecting feedback from service users and delivery partners, the analysis of findings and sharing of outcomes in response to this.
- Communicate the extended Early Years entitlements offer through existing channels to the public, childcare providers and other key agencies.
- To contribute to co-operative working across services in accordance with the Council's vision and values, engaging with cross-service and Council initiatives as required;

4. Service Planning & Development

- Ensure that the Expanded Early years entitlements programme is planned and developed in accordance with strategic and local needs assessments and aligned to determined priorities as part of the wider service offer;
- Ensure that the service offer is planned and developed in accordance with strategic and local needs assessments and aligned to locally determined priorities as part of the wider offer.
- To work in collaboration with colleagues and partners to ensure the expanded early years programme offer is effectively promoted and delivered across the borough.

5. Financial & Resource Management

- To take responsibility for the effective management of any delegated budget and associated resources;

- To ensure all purchasing and procurement is conducted in line with corporate guidelines, with appropriate use of the Council's financial systems; and,
- Work closely with finance staff and providers to complete funding applications and business plans to support development of high-quality, sustainable provision.

6. Continuous Improvement

- Monitor and report on take up, availability, supply and demand and work with the DfE to provide ongoing accurate data to support with the monitoring and evaluation of the programme.
- To assist in the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.
- Report any cause for concern relating to the welfare and safety of children to the designated person, and the senior practitioner, or if unavailable a member of the senior leadership team.

7. Contacts

- Primary contact will be with childcare providers, childminders, wraparound including schools and other officers within the Council.
- The post-holder will also be in contact with other Council departments, Health and community partners and agencies with a view to ensuring effective multi-agency and professional delivery of the service offer.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as required by senior management.

9. KEY PERFORMANCE INDICATORS

- Delivery of agreed performance targets with team and wider service plans.
- Specified service targets within agreed timescales.
- Improving educational and life outcomes for all young children
- Effective engagement with providers to secure high quality of provision.

B. Person Specification

Early Years Entitlement Expansion project officer

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Qualified to Level 3 in Play work, Youth Work or equivalent.	✓	
GCSE Grade A-C in Maths and English or equivalent	✓	
Project management qualification		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Ability to work flexibly to meet the needs of the service - post holder will be required to travel around the borough.	✓	
Understanding of current legislation and of relevant key local/national policies including those relevant to vulnerable children relating to wraparound provision.		✓
Working knowledge of Ofsted requirements and quality frameworks for wraparound childcare.	✓	
Understanding and knowledge of safeguarding practice.	✓	
Working knowledge of SEND Code of Practice, Equality Act and the Children and Families Act.	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Substantial experience of leading and managing high quality wraparound provision.	✓	
Experience of project management.		✓
Experience of collaborative work with a range of practitioners and agencies.	✓	
Experience of working with parents/carers.	✓	
Experience of safeguarding children.		✓
Experience of evaluating, monitoring and improving service quality.	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.	✓	
Strong interpersonal skills to be able to influence others including colleagues, senior managers and providers.	✓	
Ability to use data to develop and monitor provision.		✓

Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.	✓	
Ability to meet agreed objectives and delivery targets by the effective use of resources.	✓	
Ability to communicate clearly and effectively using a range of methods.	✓	
Ability to maintain accurate records.	✓	
Ability to work collaboratively with a range of practitioners and services.	✓	
Ability to promote inclusion and equal opportunities.		✓
Ability to recognise and respond to safeguarding issues in line with relevant policies.	✓	
Ability to use ICT appropriate for the role.		✓
Ability to work on own initiative and as part of a support team.	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
Respect 'Putting our residents first'. Promotes excellent customer service. Encourages diversity of thought and opinion. Ensures that everyone feels included. Acts as an ambassador for the London Borough of Hillingdon in all contacts with residents and customers Displays personal commitment to team. Clarifies roles and responsibilities. Proactively supports staff health and wellbeing. Understands the process of change and supports others through the change cycle providing a safe environment for people to discuss concerns and the impact of change.	✓	
Collaborative Promotes the use of resident feedback and data to improve team service delivery and customer satisfaction. Builds effective networks with colleagues and promotes cross-functional working within teams. Encourages other to grow. Provides learning and development opportunities for others.	✓	
Efficient	✓	

<p>Uses resident and customer feedback & intelligence to improve service delivery and customer satisfaction.</p> <p>Sets team objectives, supports, monitors and appraises performance standards using agreed performance and productivity systems. Stays focused and meets deadlines. Does not procrastinate when addressing poor performance.</p> <p>Effectively manages allocated budget using appropriate financial tools. Ensures budget monitoring and forecasting is completed within budgetary cycles.</p> <p>Identifies opportunities for continuous service improvement. Ability to make processes both more effective and efficient. Convinces others to adopt improved processes.</p> <p>Solution focused, willing to try new things, admits and learns from own mistakes.</p>		
<p>Integrity</p> <p>Understands Local Government. Displays understanding of local democracy and political decision-making processes. Applies decision-making in line with Scheme of Delegation.</p> <p>Proactively develops own management practice and leadership awareness.</p> <p>Demonstrate emotional intelligence and role model the Council's values.</p>	✓	
<p>Open and honest</p> <p>Is objective and accountable.</p> <p>Cascades essential communications and information to team. Communicates clearly both verbally and in writing and embraces different communication media to meet the needs of different audiences.</p> <p>Encourages others to learn from their own mistakes.</p> <p>Creates a safe environment for others to be open and honest.</p> <p>Supports others through change and manages service improvements.</p>	✓	