

## Job Description & Person Specification

<b>Post Title:</b> Early Years Quality Improvement Officer	<b>Grade:</b> BR9
<b>Department:</b> Education, Care and Health	<b>Division/Section:</b> Education/Early Years and Childcare
<b>Post No:</b>	<b>Reports to:</b> Early Years Quality Manager

### MAIN PURPOSE:

- To support quality improvement across the Private, Voluntary and Independent (PVI) and Childminding sector working with children from birth to five.
- To provide support to all early years providers regarding quality, safeguarding and welfare, sustainability and staffing.
- To identify early years providers who are causing concern and work with the Early Years Quality Manager and wider Quality Team to implement improvement strategies, and monitor the progress made by identified providers.
- To identify gaps in the quality of provision across providers and be up to date with Government legislation and good practice, to produce and deliver a programme of training to enhance quality and providers overall knowledge.

### SUMMARY OF RESPONSIBILITIES AND DUTIES:

- To support early years providers, undertaking visits and maintaining contact, both face to face and via digital platforms, email and telephone. Prioritising support as appropriate and working with sound professional autonomy.
- To provide specific and targeted support to early years providers judged by Ofsted to be below good, or not met, to raise standards by the next Ofsted inspection.
- To contribute to the strategies which support PVI, Childminders and other early years educational establishments in preventing underachievement of children, particularly those in vulnerable groups and including the most able. Signposting to other agencies as appropriate to prevent children underachieving within the EYFS.
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- To contribute to the development and sustainability of effective PVI settings and Childminders and other establishments through a planned high quality professional development programme. Including devising and delivering training programmes and producing supporting materials.
- Contribute towards the development of sufficient childcare places and early years free entitlement places across the borough.
- To be involved in supporting providers with safeguarding queries/concerns and informing and consulting with the Early Years Safeguarding Lead. To ensure all providers are meeting statutory requirements.
- To work as part of a wider team, understanding when to engage the support of other teams including Inclusion Team and Bromley Children Project.
- To keep up to date with changes to the EYFS regulations and guidance and disseminate

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updated guidance to providers via update sessions, early years forums and hubs.

### CONTACTS AND RELATIONSHIPS:

Reporting as required or necessary to the Early Years Quality Manager and other Education Leaders

Internal contacts – wider early years team, SEN, officers from other council departments

External contacts – Nursery managers, Trustees, Practitioners, Childminders, Ofsted and other training providers

### MANAGEMENT AND LEADERSHIP:

To ensure the management and leadership principles of the Council defined by Respect, Empowerment Ambition Learning (REAL) are upheld. Contribute to the delivery of the Corporate Operating Principles to ensure effective use of resources and achievement of Best Value principles.

### EQUALITIES:

Implementation of the Council's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

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### SKILLS & ABILITIES

- Good communication and presentational skills, oral and written
- Able to communicate sensitively and clearly with children, young people, parents & childcare professionals
- Ability to work both independently and as part of a team.
- Ability to assess and identify training needs and priorities and deliver high quality training.
- Ability to advise, support and action plan with leaders, managers and practitioners to develop their provision and practice in ensuring pupil progress.
- Ability to manage, motivate, develop, coach and support practitioners working in Early Years settings
- Effective use of ICT (Word, Excel, internet and Outlook) and to analyse a range of data and reports to measure impact and improvement.
- Able to undertake, organise and prioritise a varied and challenging workload with minimal supervision.
- Ability to reflect on personal practice and that of others.

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### KNOWLEDGE

- A good knowledge of the EYFS and other regulatory documents relevant to early years providers.
- A thorough understanding of early childhood development and pedagogical approaches and theories.
- An understanding of what constitutes good early years practice, and what an Ofsted grading of 'outstanding' early years provision looks like in practice.
- A clear understanding of Child protection processes and procedures.
- A working knowledge of the challenges facing early years providers within all sectors.
- A clear understanding of what equal diversity and inclusion means to service delivery and how these can be promoted by childcare providers.

### EXPERIENCE

- Substantial experience in early years management/leadership, and experience of working directly in an early years setting.
- Experience of taking the lead in the design and delivery of high-quality professional development or in coaching practitioners to improve practice.
- Experience of working with groups of underperforming children and young people.
- Working in partnership with providers, parents & other agencies.

### QUALIFICATIONS

- A recognised childcare qualification to Level 4 or Level 3 with significant relevant experience.
- A qualification in delivery in the lifelong learning sector or significant experience in writing and delivering training.
- Evidence of commitment to continuous professional development. Further qualification or credible training in an area of EYFS.

### SPECIAL REQUIREMENTS

- Able to work flexibly, including occasional evenings & weekends, and travel to a range of locations across Bromley.
- A satisfactory enhanced DBS check will be an essential requirement of this post.