**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| --- | --- |
| Job Title: | Foundation Years Advisory Officer |
| Salary: | Refer to Green Book |
| Grade: | 10 £37,035- £39,513 |
| Hours: | 37 FTE All Year round |
| Team: | Early Years Quality Improvement |
| Service Area: | Children Education and Families |
| Primary Location: | Home working but travelling countrywide |
| Budget responsibility: | None |
| Responsible to: | The Early Years Quality Improvement Manager |
| Responsible for: | N/A |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team.* **To ensure high quality early education and childcare in Oxfordshire**
* **Contribute to improving outcomes for children and narrowing the gap between the majority and those that are doing less well.**
* **Promote effective teaching and learning for all.**
* **Ensure all EY providers are inclusive and effectively identify children early for help and support especially those with SEND**
* **Work in partnership with a range of professionals across sectors (inclusing voluntary and community sector) to develop skills, knowledge and provision related to childcare, early learning and development**
* **Support and challenge providers to embed and strengthen the requirements and principles of the Early Years Foundation Stage**
* **Support and challenge providers to offer ‘quality first’ education for communication, language and literacy at a universal and targeted level.**
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## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake**To support and challenge EY providers, to improve their provison for all children from birth to 8. Please note EY providers includes childminders, Out of School Clubs (Childcare) through:*** **Targeted visits**
* **Development of resources such as toolkits**
* **Delivering high quality CPD to upskill the workforce**
* **Contribute to communications e.g. newsletters; briefings;networks**

Other aspects of the role includes:* Work in partnership with the voluntary sector and colleagues in other agencies including Health services.
* Work with others to undertake a detailed training needs analysis, involving key partners and relevant organisations, based on local data and the strategy for Quality Improvement to target underachieving groups especially SEND
* Deliver training to improve the skills and expertise in the early years workforce in supporting early learning and development from birth to five in the Early Years Foundation Stage.
* Provide targeted support to identified settings and measure the impact of this support by collecting, collating and analysing data relating to the impact and outcomes for children
* Plan, deliver and evaluate training courses/briefings
* Support the work of transition throughout the Foundation Stage
* Remain up to date on current policy and research in the area and ensure others are updated. Contribute to consultations as required.
* To contribute and support national programs such as The Wraparound Program and Breakfast Clubs encouraging schools and settings to offer this provision for parents. To ensure any wraparound provision is sustainable and of high quality.
* To support newly registered childminders and ensure they are compliant with the EYFS and offer high quality early education and childcare
* Ensure safeguarding and child protection policies are followed at all times, and champion safeguarding
* Promote equality of opportunity, challenge discrimination and champion inclusion
* Support the local authority’s sufficiency duty by providing management and governance advice to childcare providers, working with Trustees, Committees and Governors.
* Supporting new providers and supporting them to be sustainable economically and ecologically
* Work as part of the Early Years team to develop resources and materials
* Demonstrate a commitment to own professional development and that of others working within an equal opportunities and children’s rights framework
* Undertake any other duties commensurate with the post as it develops
* This post holder is responsible for ensuring that all County Child Protection policies are adhered to and concerns are raised in accordance with these policies

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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| --- | --- |
| Essential Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:*** Relevant degree or certificate or Level 4 qualification
* Evidence of further professional development in early years e.g., attendance at regular CPD /degree
* Evidence of successful Ofsted outcomes at current/previous setting
* Knowledge of Ofsted Frameworks; EYFS Statutory Framework; Playwork Principles, Safeguarding (must be DSL) and Code of Practice (SEND)
 | InterviewApplicationDocumentation |
| ***Experience: Successful experience of*** * Managing and Leading a setting at a senior level or running a business as successful childminder
* Planning and delivering effective training and able to show impact
* Delivering outreach support to other settings e.g. Mentor
* Experience of teaching/delivering childcare in EY
* Consulting and collaborating across a range of early years services
* inclusive and equitable ways of working
* Using Wellcomm and familiar with the importance of early language and communication
 | InterviewApplicationDocumentation |
| ***Job related aptitude and skills:**** Be an advocate for the rights and entitlement of all young children, their families and their settings
* Be able to articulate early years ideology and pedagogy
* Work positively, collaboratively and co-operatively in a team
* Communicate effectively both orally, on paper and electronically to a variety of audiences
* Ability to attend work regularly and meet deadlines
* Adhere to the County Council’s Officer conduct policy
 | InterviewApplicationDocumentation |
| ***Personal qualities:**** Have initiative, imagination, and creativity
* Ability to be flexible, reflective and manage change
* Must be well organised and meet deadlines
* Must be able to work from home
* Ability to be an active listener and responsive to the views of others
* Be able to travel throughout the county
* Be willing to undertake work in the evenings and at weekends (some Saturdays will be required)
 | InterviewApplicationDocumentation |
| ***Special Requirements:***Suitable enhanced Disclosure and Barring Service (DBS) checks | Documentaion  |
| ***Equal Opportunities:*** Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. | Interviewapplication |
| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:*** Evidence of management and leadership qualification e.g., SENCO Award
* Further degree e.g., Masters or Doctorate
 | Applicationdocumentationinterview |
| ***Experience: Successful experience of being a**** Designated Safeguarding Lead
* Advsiory work for a LA
* EY SENCO
* Playworker
* EY Ofsted /Compliance Inspector
 | InterviewapplicationDocumentation  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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| --- | --- | --- | --- |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [x]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | Other (please specify):  |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |
| [ ]  | Other (please specify): |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.