

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Early Years Service Manager	Grade: MG2
Section: Education Participation Performance and Support	Directorate: Children's Services
Responsible to following manager: Assistant Director of Education Participation and Performance Support	Responsible for following staff: <ul style="list-style-type: none"> • Lead Early Years Officer • Lead Early Years Advisor • Locality Teacher
Post Number/s:	Last review date: November 2024

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Develop, lead and implement the Early Years vision and priorities so that all providers receive high quality support and challenge, statutory duties are fully met and children have positive experiences and outcomes;

Specific Duties and Responsibilities

1. Manage a service which provides the Local Authority's duty in relation to information, advice and guidance to the maintained and non-maintained early

year's sectors, developing effective communication and partnership arrangements with managers of settings, headteachers and childminders.

2. In liaison with Ofsted, the Safeguarding and Standards Service and the WCSP, provide Safeguarding training support and advice to the non-maintained early year's sector on the management of safeguarding in early years. Represent the sector on the WSCB Network Board.
3. Fulfil the role of EYRS DSL or DDSL ensuring business systems and service response times are rapid for both low level concerns and significant child protection referrals. Work with the LADO and Social Care, and external agencies to insist that KCSIE and WTTPC are implemented rigorously.
4. Improve the wellbeing and outcomes for children aged 0-5 years and reduce inequalities in outcomes and sustain improvements in the Borough's Early Years Foundation Stage Profile results.
5. Maximise take up of the universal offer for vulnerable 2 year olds by ensuring accurate identification of those eligible and effective communication of the offer and ensure the provision of, and access to, sufficient 15 hour per week and from September 2025 30 hour per week early education places for babies, 2-, 3- and 4-year-olds, in line with statutory requirements as detailed in the DfE Guidance.
6. Manage a programme of training, advisory support, planning and quality assurance of the EYFSP based upon published Government requirements.
7. Ensure a programme of training and workforce development to meet the statutory requirements of the EYFS and promote a suitable workforce to meet the Council's childcare sufficiency and early education entitlements
8. Oversee the implementation and delivery of a comprehensive Wraparound Childcare programme ensuring that provision is available to all 5-11 year olds that require it.
9. Ensure arrangements are in place for the strategic planning, line management, supervision and continuing professional development of the directly-managed staff in the service.
10. Work in partnership with the EY SEND advisory team manager and curriculum and Equalities Advisor to ensure that children with SEND receive appropriate support and settings are meeting the requirements of the Equalities Act
11. Maintain and develop strong partnership work with internal and external colleagues in health, safeguarding, financial and legal services, as well as education

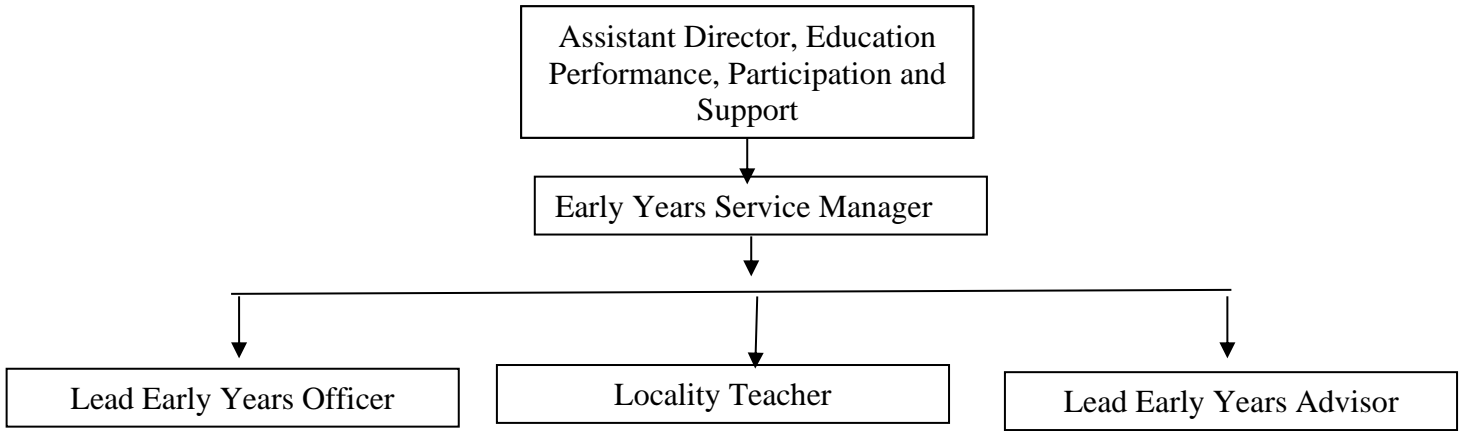
12. Actively monitor, review, refine and report on progress towards the EY vision and priorities to the senior leadership team, Children Services Education Overview and Scrutiny Committee, Ofsted, the DfE and other external stakeholders.
13. To lead on the strategic approach to communications and the provision of information for the service, working with Communication officers in the Council and Children’s Services, and ensuring the EYRS website is up to date and contains posts and articles from all appropriate services and projects.
14. Act as the Department’s first point of contact for Early Years, ensuring all communications are effectively dealt with and information and material from the DfE and elsewhere is effectively absorbed, distributed and used.
15. Represent Wandsworth at relevant meetings and conferences, attend all relevant internal/Departmental meetings and working groups, ensuring close liaison with other departmental colleagues as necessary.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
In depth expert knowledge of statutory legislation and national policy related to EY (e.g. Ofsted inspection of early years settings, DfE Statutory framework for the early years foundation stage).	X		A / I
Up to date understanding of the requirements on Local Authorities to develop Early Years provision	X		A / I

Experience	Essential	Desirable	Assessed
Significant successful teaching or leadership experience in an early years setting.	X		A / I
A proven track record as a highly effective leader, with direct experience of managing, motivating and developing a diverse team.	X		A / I
Skills	Essential	Desirable	Assessed
Ability to build strong partnerships, maintain relationships and co-produce solutions to challenges across a diverse set of stakeholders, including parents, early years providers and external partners	X		A / I
Keeping and maintaining records, producing policy documents, accurate reports, presentations and written updates to a range of stakeholders (which may include elected members, senior officers and external partners).	X		A / I
Proven ability to effectively use data, intelligence and evidence to create meaningful insight and to inform own decision making.	X		A / I
Qualifications	Essential	Desirable	Assessed
Educated to degree level	X		A / I / C
Postgraduate qualification in a relevant field i.e. teaching, leadership and management.	X		A / I / C
Proven evidence of continuing professional development	X		A / I

A – Application form / CV

I – Interview

T – Test

C - Certificate