

Role Title	Early Learning and Inclusion Strategic Lead
Job Family	Learning & Inclusion
Competency Level	Senior Manager
Pay Scale	Soulbury 20-23
Purpose	
<p>To lead, plan, develop and deliver an expert professional service within the relevant service area. To support the development, management and delivery of Council services.</p> <p>To manage staff responsible for statutory service delivery / support within the service area. To ensure the Council maximises service outcomes in relation to cost.</p> <p>To manage a large multi-disciplined team within the Early Years, Childcare and Business Development service.</p> <p>To lead on delivery of the Council's statutory duty to provide Ofsted Registered Early Years providers with comprehensive and up to date information, advice and training with regards to meeting the requirements of the Early Years Foundation Stage.</p> <p>To lead on delivery of the Council's statutory duty to provide Ofsted Registered Early Years providers with comprehensive and up to date information, advice and training with regards to implementing Inclusion and meeting the needs of children with learning and development delay and special educational needs and disabilities, vulnerable and disadvantaged children.</p> <p>To lead delivery of the Council's statutory duty to receive section 23 referrals from health and other professionals in relation to children under 5 who have learning & developmental delay/SEND and ensure the integration of educational, health and family support provision to promote the learning and well-being of the child.</p> <p>To lead on delivery of the Council's statutory duty to ensure the accuracy and consistency of the assessments made by early years providers at the end of Reception via a comprehensive Early Years Foundation Stage Profile moderation process.</p>	
Generic Accountabilities	End Results/ Outcomes
<p>Plan and ensure service delivery within a complex / diverse service area. Control operational activities within the service area and ensure professional standards are delivered.</p>	<p>The service is delivered to the quality, Council, professional and legislative standards required.</p> <p>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.</p> <p>Corporate strategies are effectively implemented within area of responsibility.</p>

	<p>External inspections are managed effectively.</p> <p>Service delivers excellent customer service.</p>
<p>Manage responses to complex professional or politically sensitive issues within the area of responsibility.</p> <p>Manage key relationships with delivery partners /providers /suppliers to commission / manage / evaluate / enhance appropriate service delivery / capacity within area of responsibility.</p>	<p>Expert opinion, advice, supports and interpretation is provided on all aspects of the area of responsibility, including major decisions.</p> <p>Major issues are managed through to a satisfactory conclusion.</p> <p>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</p> <p>Customer outcomes are clearly understood and specified.</p> <p>Services / goods are delivered on time, to budget and standards agreed.</p> <p>Opportunities to improve delivery / capacity of provision are proactively identified and actioned.</p> <p>Suppliers and supply chains are resilient and adaptable to meet changing needs.</p> <p>Expected operational efficiencies are realised.</p>
<p>Develops service plans to meet strategic business goals. Ensure compliance with all internal and external standards.</p>	<p>Service plan and targets for area of responsibility are developed from Council's overall strategic directives and agreed and communicated within required timeframe.</p> <p>Strategic and operational input is provided to wider business planning and development.</p> <p>Progress against objectives is effectively monitored and delivered.</p>
<p>Ensure the development and delivery of continuous improvements in all aspects of the service.</p>	<p>Improvements are developed and delivered effectively.</p> <p>Stakeholder requirements are met.</p>

<p>Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.</p>	<p>The team is highly competent, effective, motivated and outcomes focussed.</p> <p>Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.</p> <p>Effective team meetings take place to required timescales.</p>
<p>Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.</p>	<p>Resources including, equipment, people, and systems are utilised optimally and efficiently.</p> <p>Annual budget is planned, developed and delivered. Value for money is maximised.</p> <p>Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.</p>
<p>Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained.</p>	<p>Safeguarding standards are monitored and maintained in compliance with Council policy.</p> <p>Appropriate safeguarding training is provided.</p>
<p>Implement a risk management programme and advise on issues affecting Council service areas.</p>	<p>Business threatening situations are recognised, planned for and managed or escalated as appropriate.</p> <p>Systems and governance are in place to and respond promptly to critical events.</p> <p>Continuous service is provided.</p>
<p>Ensure the successful implementation of health and safety legislation, policies and practices.</p>	<p>Risks to staff and others are assessed and managed.</p> <p>Suitable health and safety instruction and training are provided.</p> <p>There is a safe working environment.</p>
<p>Job Specific Accountabilities:</p>	
<p>Provide Ofsted Registered Early Years providers with comprehensive and up to date information, advice and training with regards to meeting the requirements of the Early Years Foundation Stage.</p>	<p>Early Years Workforce is empowered to meet the needs of all children and develop high quality inclusive practice and provision in line with statutory requirements which is culturally sensitive and responsive to the needs of a multi-cultural community and prepares children for school.</p>

	<p>Early Years providers meet their legal, statutory and contractual requirements, particularly those around assessment and progress of children learning and development.</p> <p>Services delivered meet children and family's needs and empower parents and carers to support their children's learning and development.</p> <p>The gap in level of development at the end of the EYFS across all cohorts is reduced</p> <p>There is an increase in the number of Ofsted registered providers and schools achieving a good or better Ofsted outcome in relation to teaching and learning.</p> <p>There is a high level of engagement from Ofsted registered providers and schools in the support and training offer and evaluation evidences high levels of satisfaction with the support/training received.</p>
<p>Provide strategic leadership for the professional development across the early year's sector disseminating current good practice and recognising and developing the expertise across the borough.</p>	<p>Early Years & Inclusion services are delivered and supported by a well-qualified and properly skilled workforce.</p> <p>There are strong links, partnerships and collaborative working across maintained and PVI providers (including childminders) and teams</p> <p>Cluster/partnership groups for Ofsted registered Early Years providers and DfE registered schools are promoted and facilitated via Early Years System Support.</p>
<p>Provide Ofsted Registered Early Years providers with comprehensive and up to date information, advice and training with regards to implementing Inclusion and meeting the needs of children with learning and development delay and special educational needs and disabilities, vulnerable and disadvantaged children.</p>	<p>Early Years and Childcare provision is high quality, inclusive and safe and prepares children for school.</p> <p>Services delivered meet children and family's needs and empower parents and carers to support their children's learning and development.</p> <p>The needs of children and their families including those children with developing SEND</p>

	<p>and/or social, communication and language issues are provided with holistic support from the appropriate services.</p> <p>An integrated approach to early years and Inclusion, developing effective partnerships between maintained nursery schools, primary schools, PVI settings/sector, childminders and Family Hubs is in place to develop the effective delivery of the EYFS.</p> <p>Learning and developmental delay/SEND is accurately identified early and timely inclusive information, advice and training is provided to ensure children with learning and development delay and disadvantaged/vulnerable children make expected levels of progress</p> <p>Excellent professional relationship with other council services that support children with SEND are established to ensure equality of access for all children via the implementation of the Early Years Inclusion Pathway</p> <p>Effective referral processes in place to provide additional SEND/ inclusion support</p> <p>Early Years System Support is implemented effectively to support key areas of development across the sector regarding SEND and Inclusive provision and practice.</p>
<p>Receive section 23 referrals from health and other professionals in relation to children under 5 who have learning & developmental delay/SEND and ensure the integration of educational, health and family support provision to promote the learning and well-being of the child.</p>	<p>An effective process is developed and implemented to receive and allocate referrals in relation to under 5's with learning and developmental delay/SEND.</p> <p>Provide strategic leadership with regards to developing integrated working across the Early Years Inclusion Pathway embedding Home Learning Environment support.</p> <p>A consistent and accurate assessment process of children and family's needs is implemented across the borough via the Early Years Inclusion Pathway.</p> <p>Effective multi-disciplinary and partnership working arrangements are in place which provide a co-ordinated approach to the assessment, planning, delivery, monitoring and reporting functions of the Early Years Inclusion Pathway to evidence impact and</p>

	<p>outcomes.</p> <p>Families are aware of the early identification and early intervention frameworks via the Local Offer.</p>
<p>To provide strategic leadership for the school readiness and transition agenda within the borough, working collegiately with other relevant services to promote enhanced outcomes and smooth transition for all children with a focus on children known to specialist health pathways and children taking up a school placement within a specialist educational provision.</p>	<p>Early Years and Childcare provision is high quality, inclusive and safe and prepares children for school.</p> <p>Home Learning Environment project is embedded into the Early Years Inclusion Pathway</p> <p>Services delivered meet children and family's needs and empower parents and carers to support their children's learning and development</p> <p>Services delivered to support children known to specialist health pathways and children taking up a school placement within a specialist educational provision.</p>
<p>Ensure the accuracy and consistency of the assessments made by early years providers at the end of Reception via a comprehensive Early Years Foundation Stage Profile moderation process.</p>	<p>Assessments made by early years providers at the end of Reception are accurate and consistent.</p>
<p>Provide strategic leadership regarding the council's commitment to support accurate and consistent EYFS assessment of children's development at 2 years old ensuring that this forms part of the two-year-old integrated review process which promotes positive outcomes in health and wellbeing, learning and behaviour.</p>	<p>Early Years providers are skilled in assessment against the EYFS prime areas of development.</p> <p>Gaps in attainment are identified early and effective intervention planned and implemented.</p> <p>Multi agency approach across Public Health, Families Hubs, Early Help and Early Years and Inclusion is effectively implemented to provide a holistic offer of support to enhance the well-being and development of children and their families.</p>
<p>To analyse and interpret comparative data from a range of sources to inform future decisions on improvement strategies so that schools and early years providers are enabled to continue to improve quality and enhance outcomes for children</p>	<p>Early Years Resource Register is in place using a range of qualitative, quantitative and benchmarking data that accurately identifies risks and/or concerns regarding quality of provision.</p> <p>Proactive actions plans are in place to address or mitigate risks which result in an improvement in the quality of Early Years and childcare provision across the borough.</p> <p>Early Years providers achieve a Good or</p>

	<p>Outstanding Ofsted inspection outcome, (or, as a minimum, improve upon previous outcome). Multiple information sources are collated and analysed to facilitate a more coordinated approach.</p>
<p>Lead and sustain partnerships with a range of internal and external partners to meet develop and implement early years strategies which deliver required outcomes</p>	<p>Leadership ability, with evidence of inspiring confidence, encouraging, motivating and influencing others. Working with and forming positive, trusting relationships with internal, external and commissioned providers/partners across education, health and family support services (especially Ofsted registered childcare providers and schools). Strategies/service plans are developed and implemented that are based on thorough analysis of needs and risks.</p>
<p>Contribute to the planning, implementation and continuous monitoring of the Children's directorate's key strategic priorities and objectives for supporting the health and well-being and raising the achievement of children in Early Years.</p>	<p>Services delivered meet children, parents and family's needs and empower parents and carers to support their children's health, well-being and learning and development. Service and skills gaps are identified and intervention implemented.</p>
<p>Produce a range of high quality accurate reports for senior leaders within the Education Service and other Council departments as required</p>	<p>A range of high quality accurate reports are produced for senior leaders within the Education Service and other Council departments/members and Councillors as required e.g. Schools Forum, Scrutiny, SLT.</p>
<p>Lead on working with internal and external partners to identify and maximise internal and external funding available/generated in order to deliver quality services.</p> <p>Strategically lead a quality service to Ofsted Registered providers and DfE registered schools that is valued in order to maximise the likelihood of developing a traded services and/ or agreeing to de-delegate EYs Funding to the LA to fund posts within the Early Years, Childcare and Business Development Service</p>	<p>Income from external organisations, traded services and EYs funding are increased year on year.</p>
<p>Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility</p>	<p>Behaviours and actions support the safeguarding of children and young people as appropriate. Work complies with all safeguarding policies and procedures that apply to the role.</p>
<p>Undertake any other duties commensurate with the general level of responsibility of</p>	<p>Flexibility is demonstrated.</p>

<p>this post.</p>	
<p>Publish, record and retain information in line with General Data protection Regulations (GDPR), equality and disability requirements</p>	<p>Information is published, recorded and retained in line with General Data protection Regulations (GDPR), equality and disability requirements</p>

Nature of Contacts

Senior managers, directors, members and equivalent level external contacts, key stakeholder's partners and providers, to identify / meet requirements, generate and co-ordinate original ideas and develop council and partnership wide policy and service delivery. To provide expert advice, guidance and support on highly complex / sensitive issues. Communicate changes in policy, strategies and working practice both internally and to partner organisations / stakeholders.

Build and sustain effective relationships with all internal and external stakeholders. Work in partnership with internal and external contacts to develop and maintain joint working and promote the Council position. Co-ordinate partnership working activities and internal / external working groups. Influence their decisions.

Procedural Context

Manage highly complex / high risk issues within a framework of policy and regulatory guidelines. Objectives and targets are developed and agreed in line with service plan. High level of discretion and use of initiative in deciding what course of action to take. Exercise expert judgement in assessing complex stakeholder requirements, potential risk and managing quality assurance of service.

Significant expert knowledge and significant experience is required to resolve highly complex issues and proactively anticipate and mitigate problems. Design and develop innovative solutions which enhance the quality and efficiency of services and reputation of the council.

Occasionally the post will be expected to work from other locations

Key Facts and Figures

Enable others to understand changes and developments in relevant area and learn new processes / procedures.
 Responsible for ensuring contractors / providers deliver to agreed standards.
 May manage project teams of both internal staff and external contractors / consultants

Resourcing

Budget Responsibilities: approx.£2million Early Years and Inclusion budget
 Supervisory Responsibilities: Direct line management of approx. 4-7 staff,

Knowledge, Skills and Experience

- Experience of managing a team of staff to deliver high quality information, advice and training to schools and Ofsted registered childcare settings which meet EYFS requirements in relation to children's learning, development and assessment and improve outcomes for children
- Experience of managing a team of staff to deliver high quality information, advice and training to schools and Ofsted registered childcare settings in line with the early years requirements of the SEND Code of Practice and improve outcomes for children
- Has a thorough and up-to-date understanding of curriculum, assessment and pedagogical issues relating to EYFS
- Has a thorough and up-to-date understanding of Inclusion and SEND support issues relating to SEND code of practice and EYFS
- In-depth understanding of strategic issues relation to organisation of EY and inclusion/SEND across LA's
- A good understanding of the issues that can affect parents/carers, schools and childcare providers and how best to address them.
- Experience of service delivery which is culturally sensitive and responsive to the needs of a multi-cultural community.
- Significant experience of working with and forming positive, trusting relationships with commissioned providers (especially Ofsted registered childcare providers and schools).
- Experience of developing and implementing strategies/service plans that are based on thorough analysis of needs and risks.
- Proven record of leading and sustaining partnerships with a range of internal and external partners to meet develop and implement early years strategies which deliver required outcomes
- Proven leadership ability, with evidence of inspiring confidence, encouraging, motivating and influencing others.
- Proven ability to identify standards and performance requirements for own service area and where appropriate customer / partner organisations and effectively monitor and manage performance.
- Experience of managing a quality service by ensuring key performance indicators relating to service areas are met and that robust monitoring processes are in place to monitor your team's performance and that measures are in place to address issues if there exist any.
- Excellent interpersonal, communication and presentation skills, with proven ability to communicate effectively and persuasively to a wide range of audiences and maintain effective relationships at every level of an organisation
- Good attention to detail, strong organisational skills, proven experience of working under pressure, meeting tight deadlines and working flexibly in response to changing circumstances
- Experience of providing direct advice and briefing to senior managers and/or elected members on the implementation of the councils statutory duty regarding EYFS and meeting the needs of children with special educational needs and disabilities, vulnerable and disadvantaged children
- An understanding of both the importance and limits of confidentiality in education/safeguarding work, and how to apply these principles.

- IT skills, including Microsoft Office suite, including experience of developing systems to achieve desired business outcomes.
- Experience of effectively managing budgets and ensuring the delivery of services within agreed resources, and to assist in the identification of corrective strategies to contain expenditure within Budget.
- Expert knowledge and understanding of EYFS and SEND Code of Practice requirements, systems, policy, practices, procedures, and legislation regarding early years and childcare.

Indicative Qualifications

Educated to degree standard or equivalent in the area of education (qualified teacher)
Relevant professional qualification

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.