

Role Title	Early Years Advisory Teacher Post (1 academic year Maternity Cover Sept 2026 – July 2027)	
Job Family	Learning and Inclusion	
Competency Level	Principal Officer/Manager	
Pay Scale	Soulbury 9 – 12 (term time) fixed term Sept 26 – July 27	
Purpose		
<p>To ensure quality and value for money at all times.</p> <p>To deliver of the Councils statutory duty to provide information, advice and training to childcare providers with regards to meeting the requirements of the Early Years Foundation Stage.</p> <p>To raise standards of teaching and learning in the EYFS with a focus on 0-5 year olds through the provision of advice, support and training to early years practitioners in Waltham Forest, in accordance with the requirements of the Early Years Foundation Stage.</p> <p>To organise professional support for Schools, Private, Voluntary and Independent settings and Children Family Centres by working with providers to ensure they implement a high standard of teaching and learning with a focus on 0-5 year olds.</p> <p>To support the ongoing professional development of all practitioners across Early Year's provision through co-ordinating and delivering the Early Years, Childcare and Business Development training offer.</p> <p>To advise on effective practice consistent with early years principles on a range of areas, encompassing the unique child, positive relationships, enabling environment and learning and development.</p>		
Generic Accountabilities		End Results/Outcomes
<p>Plan and ensure service delivery within a diverse environment. Control 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>Service delivers excellent customer service.</p>

<p>Advise Senior Managers, Members and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers and partner organisations.</p>	<p>Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on the full range of operational, legislative and strategic issues within the field of expertise.</p> <p>Responses to major corporate or partner initiatives / complex operational issues are managed effectively.</p> <p>Major issues are managed through to a satisfactory conclusion with final decisions being made by Head of Service/Senior Management.</p> <p>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</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>Instrumental in ensuring a workforce development strategy is designed and delivered, including induction of new staff.</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>Regular supervision is undertaken and clear objectives set and monitored through the Council's Appraisal process.</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>Budgets are 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>Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.</p>	<p>Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.</p> <p>Evidence based recommendations are made.</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>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p>	<p>All policies and procedures are complied with.</p>
<p>Job-specific Accountabilities</p>	<p>End Results/Outcomes</p>
<p>Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility.</p>	<p>Work complies with all safeguarding policies and procedures that apply to the role.</p> <p>Behaviours and actions support the safeguarding of children and young people as appropriate.</p>
<p>To support parents/carers in supporting their children's learning and development at home and to empower them with the skills and confidence they need to support their children's learning through play and everyday activities. To ensure parents/carers are more aware of the multi-agency services available to support them throughout their child's early years.</p>	<p>parents/carers are aware of how to support their children's learning and development at home and are equipped with the skills and confidence they need to support their children's learning through play and everyday activities.</p> <p>Parents/carers are aware of the multi-agency services available to support them throughout their child's early years.</p>
<p>Develop positive working relationships with all stakeholders including Early Years Systems Support and Early Years providers to provide information, advice and training, including a digital offer, to improve teaching, learning and assessment practices with a focus on 0 -2 year olds</p>	<p>An agreed programme of visits delivered to Early Years providers to offer challenge and support</p> <p>Improved quality of provision for children with a focus on 0 – 2 year olds across all Early Years provisions, including Children and Family Centres.</p> <p>Improved outcomes for children aged 0-5 years old</p>

<p>Implement a program of moderation and training for the Early Years Foundation Stage 2 year old Progress Check and support the LA Early Years Foundation Stage Profile moderation programme in schools and Early Years provisions</p>	<p>Consistent and robust evidence collated by schools and Early Years Providers resulting in accurate pupil data.</p> <p>Reduced inequalities in outcomes for identified groups of children aged 0-5 years old.</p> <p>Early Years providers meet their legal, statutory and contractual requirements, particularly those around assessment and progress of children.</p> <p>Information used to identify risks and training/development needs and appropriate action taken to address</p>
<p>Lead on the development, planning and delivery of an appropriate, high quality continuing professional development programme in partnership with other stakeholders to ensure practitioners develop confidence and competence in all aspects of Early Years practice.</p>	<p>Skilled Early Years workforce resulting in early identification and early intervention.</p> <p>Partnership groups for Ofsted registered Early Years providers and DfE registered schools are promoted and facilitated via Early Years System Support.</p> <p>Early Years sector share information and good practice.</p>
<p>Support the development of the local authority's self-review virtual audits to support self-evaluation in Early Years providers.</p>	<p>Effective self-evaluation processes in place resulting in clear aims and outcomes for individual providers.</p> <p>Year on year increase in Ofsted Inspection Good and Outstanding outcomes.</p>
<p>Undertake regular analysis of EYFS data, Ofsted outcomes and other relevant information to inform ongoing work plans and training provided.</p>	<p>Early Years providers understand EYFS requirements and are empowered to meet them.</p> <p>Service and skills gaps are identified.</p> <p>Interventions to address the identified gaps are delivered.</p> <p>Multiple information sources are collated and analysed in order to facilitate a more coordinated approach.</p>

<p>Develop effective partnership working between schools and private, voluntary and independent settings to ensure consistency within the Early Years Foundation Stage and effective transitions between settings.</p>	<p>Early Years and Childcare provision in LBWF is high quality, inclusive and safe and prepares children for school.</p> <p>The Early Years and Childcare workforce has access to support, advice and training as well as development opportunities that lead to smooth transition as well as strong leadership and governance and quality service delivery.</p> <p>Customised information is given to Early Years providers at an appropriate stage.</p> <p>Early Years providers are empowered to meet their own needs and resolve their own issues.</p>
<p>Keep abreast of current developments in Early Year's education, through attendance at relevant courses and thorough independent research to enhance professional skills and expertise. To disseminate information accordingly to the wider Early Years team.</p>	<p>Expert and up to date advice, information and support are provided on the full range of issues within the field of expertise.</p> <p>Queries are effectively managed and appropriate action is taken to resolve the issue.</p> <p>Customers /stakeholders are satisfied.</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>
<p>Nature of Contacts</p>	
<p>Frequent contact with Heads of Service, and senior representatives from external organisations in both the public and private sector, providing expert advice, guidance and support on complex issues.</p> <p>Manage relationships with key stakeholders and delivery partners including negotiation of complex political issues / contractual agreements / amendments.</p>	

High levels of tact, sensitivity and diplomacy is required.

Procedural Context

Resourcing

Work within a policy framework and regulatory guidelines, applying knowledge of systems, procedures and best practice. Work to broad managerial direction, within a policy framework and regulatory guidelines, to ensure performance standards are met within a framework of policy and legislation.

Control the deployment and allocation of service resources within overall corporate and legislative framework. Accountable for the performance of the service area against agreed objectives. Develop service plan for area of responsibility and contribute to term wider service planning. Professionally accountable for interventions within area of responsibility.

Manage complex issues within a framework of policy and procedures. Creative and innovative problem solving of complex issues, often in situations where there is ambiguity and a significant degree of judgement is required in relation to risks outside the remit of existing policy. Think and act strategically in decision making in a complex professional and political environment.

Development of policies and procedures and strategy for own area. Lead in partnership development, working with a range of agencies and extended services to meet strategic, legislative and Government policy requirements.

Occasionally the post will be expected to work from other locations.

Post holder will oversee operational decisions.

Key Facts and Figures

Reports to Deputy Head of Early Years and childcare

Will be required to work all year round

May need to attend evening and weekend meetings and events as required.

Enhanced DBS Clearance

Budget Responsibilities: Responsible for controlling expenditure under the overall control of the Deputy Head of Early Years and Childcare

Supervisory Responsibilities: Home Learning Champions

Knowledge, Skills and Experience

Experience of working directly with young children (under 5 years of age)

Experience of leading the implementation of the Early Years Foundation Stage (EYFS)

A proven track record of giving professional EYFS support and advice, and building effective and productive working relationships with a range of stakeholders

Experience of working at a senior level within own area of professional expertise and working across organizational boundaries.

Ability to build effective working relationships, and influence a wide range of people including senior managers, external partners and members of the public.

Excellent verbal and written communication skills.

Ability to work in a context of complexity and ambiguity and deal with conflicting demands.

Highly developed organizational and planning skills and the ability to work independently.

Experience of effectively developing staff.

Excellent knowledge of service provided in own area and awareness of wider Council activities.

Excellent knowledge of Microsoft Office applications and specialist system/s.

Experience of delivering support, advice and training regarding Early Years Foundation Statutory requirements

Experience of delivering support, advice and training regarding a range of regulatory requirements regarding delivery of childcare

Indicative qualifications

Educated to degree level or equivalent standard

Qualified Teacher Status

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 that 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.