# 

# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION**

**JIN 3018**

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| **Job Title:** | Early Years Development Officer |
| **Reports to:** | Early Years Consultant |
| **Directorate:** | Families, Children and Learning |
| **Division:** | Education and Skills |
| **Section:** | Early Years Youth and Family Support |
| **Team:** | Early Years and Childcare |

**Job purpose**

To offer support and advice to existing and proposed early years settings on the Ofsted early years register to improve the standard of quality of care and education available to children from birth to five. To support new and existing childcare settings to implement the statutory framework for the Early Years Foundation Stage. To support early years settings in implementing strategies to improve outcomes. To work to ensure sufficient and sustainable childcare to meet parents’ needs throughout the city.

**Principal accountabilities**

1. To support early years settings identified by Ofsted as ‘inadequate’ or ‘requires improvement’ for them to achieve good or outstanding Ofsted inspection judgements.
2. To support successful implementation of government initiatives for early years education and childcare, with a focus on provision of settings in more disadvantaged areas of the city and on those offering a large number of places to disadvantaged funded two-year olds.
3. To advise and offer support, including practical measures, to new private, voluntary, and independent providers setting up childcare on the Ofsted Early Years Register.
4. To work with leaders and managers of early years settings to reflect critically on their practice, and advise on interventions to improve outcomes for children, particularly disadvantaged groups.
5. To support early years settings in effective monitoring of outcomes for all children and groups of children and advise on ways to use data to reduce differences in outcomes between disadvantaged children and their less disadvantaged peers.
6. To support practitioners with the implementation of the Early Years Foundation Stage, with reference to the Welfare Requirements and the Learning and Development requirements for younger children.
7. To support early years settings with safeguarding requirements, including carrying out the safeguarding audit and following up recommendations.
8. To work with early years settings to ensure that they adapt their provision to respond to changes in parental entitlement, such as the extension to the Early Years Free Entitlement for children from 9 months of age.
9. To help settings to offer sustainable and flexible free early learning places for children from 9 months of age in line with the government’s childcare strategy and in accordance with agreement with the local authority.
10. To prepare and deliver training, independently and in partnership with other professionals, to nursery owners, managers, and other childcare professionals.
11. To support the local termly early years network meetings.
12. To assist the Family Service Directory in ensuring accurate information on early years provision.
13. To support the professional relationship between early years settings and family hubs.

**General accountabilities**

To co-operate in the implementation of the council’s Health and Safety policy, in particular, as set out in section 4.5 of the Health & Safety Policy.

* To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work.
* To use equipment according to instructions.
* To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials, or systems.
* To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy.

To uphold and carry out the duties of the post with due regard to the City Council’s Inclusive Council Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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**PERSON SPECIFICATION**

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### Essential Criteria

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| **Job related education, qualifications, and knowledge** | * A childcare qualification such as an Early Years Degree, Early Years Professional Status, Qualified Teacher Status in early years, or working towards one of these qualifications and currently holds a foundation degree and/or Level 3/4 qualification in education and childcare; or equivalent level of knowledge gained through experience. * Knowledge of national childcare policy and strategy and the Childcare Act 2006. * Knowledge of Ofsted registration of childcare providers including the Early Years Register, Compulsory Register and Voluntary Register. * In-depth knowledge and understanding of the statutory Early Years Foundation Stage (EYFS), including a focus on learning and development and safeguarding. * Knowledge and understanding of EYFS non-statutory supporting materials. * Knowledge and understanding of financial and business issues in childcare settings. * Knowledge of planning conditions for childcare on domestic and non-domestic premises. |
| Experience | * Experience of working in early years childcare provision in a managerial role. * An understanding of the needs of disadvantaged children and families. * Experience of integrated working with other professionals e.g. special educational needs services, the Local Authority Designated Officer. * Experience of ensuring excellent provision in learning and development for children from birth to five, with a particular focus on children aged two and under, and disadvantaged children, e.g. looked after children. |

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| Skills and abilities | * The ability to advise a range of childcare providers on the EYFS. * Ability to complete written reports and visit reports. * Intermediate Microsoft 365 (or equivalent) skills. * Inter-personal skills to establish a rapport with a wide range of organisations and people including practitioners who may be resistant to change. * Planning and organisational skills and the ability to meet deadlines. * Ability to take initiative as well as to make a positive contribution to the work of a team. |
| **Health and safety knowledge** | * Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work. * Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions. |
| **Equalities** | * An awareness of and an ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy. |
| **Other requirements** | * Willingness to work occasional evenings. |