

## JOB DESCRIPTION

<p><b>Job Title:</b> <b>Directorate &amp; Section/Unit:</b> <b>Reporting to:</b> <b>Responsible for:</b></p>	<p><b>Early Years Improvement Advisor</b> <b>Education, Early Years and Inclusion</b> <b>Early Years and Childcare Sufficiency and Improvement Lead</b> Management responsibility for (Level 1 Manager and above): Supervisory responsibility for (Level 1 Supervisor): Headcount and FTE of staff: Please do not change the following information</p>
<p><b>Salary Grade:</b> <b>DMA Management Level: *</b> <b>DMA Span of Control (Direct Reports): *</b></p>	<p><b>PO1</b></p>

### Purpose of job:

- Provide effective advice, support and challenge for schools, PVI settings, childminders and out of school care
- Ensure the standards as set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and Ofsted's Education Inspection and Regulatory Framework are adhered to by Worcestershire's Early Years and Childcare Providers.
- Provide advice to ensure that the necessary actions leading to improvement are implemented quickly and effectively
- To lead on delivery of training and professional development within settings in order to secure the necessary improvements in, for example, teaching and learning
- Ensuring the standards as set out in Working Together to Safeguard Children on inter-agency working to safeguard and promote the welfare of children are adhered to by Worcestershire's Early Years and Childcare providers
- Advising, promoting, evidencing and monitoring best safeguarding and learning and development practice for all children in education settings in Worcestershire.
- Advising on and promoting the welfare of children and initiating safeguarding procedures

### Main Activities & Responsibilities:

To work within targeted settings, providing additional leadership capacity/action planning/guidance with a focus on securing rapid and sustainable improvement.

- Support and advise leaders/ managers in settings causing concern, including strategic thinking, planning, problem solving, communication and implementation
- Assisting with the effective implementation of the Best Start in Life Strategy for raising outcomes for early years children in Worcestershire
- Provide effective CPD and advice to support rapid improvement as evidenced by better outcomes for children
- To identify, respond and advise on the needs of settings preparing for OFSTED inspections and delivering post-OFSTED Focused Improvement Plans in all registered early years settings across Worcestershire including schools, private, voluntary and independent

- Offer specialist support and expert advice to prospective early years and childcare providers on their requirements for registration with Ofsted and compliance with the Statutory Framework for the Early Years Foundation Stage (EYFS)

To lead on delivery of training and professional development within such settings in order to secure the necessary improvements in, for example, teaching and learning

- Design and deliver CPD for managers/leaders, teachers and practitioners on learning and the priorities to secure improvement
- Advise on the implementation of effective planning structures to secure effective improvement
- Lead and advise on pedagogical approaches to support staff on teaching developments

To contribute to LA groups for settings causing concern and/or to alert line managers to any new or developing concerns.

- Monitor and evaluate and write reports on the progress and impact of intervention

To liaise with other key staff from within Worcestershire County Council and beyond, in order to ensure that targeted settings are supported and challenged appropriately.

- Contribute to the ‘team around the setting’ approach and ensure impact on standards and safeguarding
- Contribute to a multi-agency approach to Early Years improvement and safeguarding ensuring effective integrated and aligned working
- To promote effective transition and partnership working across and between all sectors (including child minder networks, schools and parents)
- To keep abreast of legislation requirements and the latest developments in protecting children in ensuring Early Years providers are familiar with requirements for raising the profile of safeguarding children in all settings.
- Advise on best practice guidance to settings on safeguarding policies and practice, and challenging practice where concerns are identified.

To provide general support, advice and guidance to early years settings to develop a high quality, sustainable and sufficient early years and childcare market within Worcestershire.

- Advise on general business practices to support the ongoing sustainability of provision
- Provide advice and guidance on the Early Years Entitlements to support take-up
- Utilise the Worcestershire Childcare Sufficiency Assessment and termly sufficiency data to advise settings on the sufficiency needs of their local community

### **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equality and Diversity Policy
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.

**Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school based staff

External: District & County Councils, Government Agencies & Departments, Healthcare Professionals, PCT, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, parents & pupils, members of the public, volunteers

**Additional Information:**

- Worcestershire County Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act.

Reviewer: Nicky Burford

Review Date:14/04/2026

---

## PERSON SPECIFICATION

**Job Title: Early Years Improvement Advisor**

**Directorate & Section/Unit: Education and Early Help - Early Years**

**Salary Grade: P01**

### EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience of providing advice, training, support and challenge for PVI settings, childminders and out of school care
- Significant experience of advising and supporting settings in implementing the Statutory Framework for the Early Years Foundation Stage and Ofsted's regulatory and inspection framework
- Substantial successful experience as a teacher or lead practitioner, including, long-term planning, planning the curriculum, assessment and school/setting self-evaluation
- Significant experience of advising and supporting settings in securing high quality environments for learning and development.
- Significant experience of providing advice and training and of monitoring best safeguarding practice for all children in education settings
- Substantial experience in a school or setting, possibly in a leadership role
- Substantial experience of promoting the welfare of children and initiating safeguarding procedures

It is **desirable** that the post holder has:

- Successful experience of planning and delivering effective training and is able to show impact
- Substantial experience of delivering outreach support to other schools/settings

### QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has: Bachelor's degree or equivalent in an early years related field

It is **desirable** that the post holder has: Qualified Teacher Status and/or Early Years equivalent

### KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Expert understanding and knowledge of setting improvement processes and strategies.
- Expert understanding of the EYFS and Ofsted's regulatory and inspection framework
- Expertly developed skills in leading the work of others in a school or setting
- Specialist knowledge and understanding of effective monitoring and evaluation processes
- Expert knowledge and understanding of safeguarding
- Expert knowledge of Working Together and Keeping Children Safe in Education/local safeguarding procedures
- Expert knowledge of appropriate legislation and the ability to apply it in practical terms
- Specialist planning and organisational skills to manage a wide range of varied demands
- Excellent communication and interpersonal skills
- Expert ability to build effective relationships and work co-operatively with colleagues, officers from partner agencies and other stakeholders
- Specialist knowledge of planning, designing and delivering training and development opportunities for teachers/practitioners and/or support staff

- Excellent presentation skills when delivering training and professional development

It is **desirable** that the post holder has:

- A detailed understanding of the issues relating to partnership working
- A detailed understanding of coaching and mentoring skills to support leaders and practitioners in targeted settings
- A detailed understanding of business models and practice, particularly in an Early Years or childcare related organisation.

## **ADDITIONAL INFORMATION**

It is **essential** that the post holder has:

- The ability to travel to appointments in settings in any part of the county.
- The ability to work flexibly; some evening and weekend work will be required.

Reviewer: Nicky Burford

Review Date:14/04/2026