Job Description and Person Specification Profile

Job Title	Early Years Quality Team Manager
Job ID	DH26-S
Service	Early Years, Early Help and Family Hubs
Grade	J
Reporting to	Head of for Early Help, Early Years, Family Hubs and HAF

The Role

To provide operational leadership for the development, delivery and evaluation of high-quality Early Years and Childcare services across Tameside.

To lead the Early Years Quality Improvement Team (EYQIT) and manage the Local Authority's statutory duties in relation to Early Years Foundation Stage (EYFS) quality, school readiness, inclusion and SEND support.

To drive continuous improvement across the Early Years sector, ensuring all children, particularly those who are vulnerable or disadvantaged, have access to high-quality provision that supports their development, wellbeing and future educational attainment.

To contribute to the implementation of Tameside's Early Years Strategy, Best Start in Life priorities and wider Children's Services objectives.

Main Duties and Responsibilities include:

To develop and implement strategic plans to in the delivery of the Early Years Quality Improvement Team and associated Early Years services.

- Develop and implement service improvement plans aligned to national policy, statutory requirements and local priorities.
- Provide professional leadership and expert advice to senior managers, maintained nursery schools, private, voluntary and independent providers and partner agencies on Early Years matters.
- Contribute to borough-wide planning for Early Years, School Readiness, SEND, Family Hubs and Children's Services transformation programmes.
- Participate in regional networks, partnerships and forums.

Quality Improvement and School Readiness

- Lead the Local Authority's quality improvement programme for Early Years and Childcare providers.
- Ensure effective challenge, support and intervention is provided to settings to improve quality, children's outcomes and Ofsted performance.
- Develop and implement strategies to improve school readiness and reduce inequalities in outcomes for children.
- Promote evidence-based practice and innovation across the Early Years sector.
- Monitor quality standards and identify areas requiring targeted intervention or support.

Inclusion and SEND

- Ensure Early Years providers are supported to meet the needs of children with Special Educational Needs and Disabilities (SEND).
- Support the implementation of inclusive practice and early intervention approaches.
- Monitor use of allocated resources associated with Early Years inclusion and SEND support.

- Work collaboratively with health, education and social care partners to improve outcomes for children with additional needs.

Performance and Outcome Management

- Monitor, evaluate and report on service performance and impact.
- Review local and national performance information to identify trends, risks and improvement priorities.
- Prepare reports, briefings and presentations for senior leadership and partnership boards.
- Ensure services contribute effectively to improving Early Years outcomes, including EYFS profile results and school readiness measures.

Partnership Working

- Develop effective partnerships with schools, childcare providers, health services, Family Hubs, voluntary sector organisations and other stakeholders.
- Influence and support partners to achieve shared priorities for children and families.
- Promote integrated approaches to service delivery and transition arrangements between settings and schools.
- Engage with parents and carers to ensure their views inform service development and improvement.

Leadership and Management

- Lead, manage and develop staff within the service, ensuring high standards of performance and professional practice.
- Undertake recruitment, supervision, appraisal and workforce development responsibilities.
- Promote a culture of continuous improvement, accountability and collaboration.
- Ensure effective risk management arrangements are in place across the service.
- Monitor use of allocated resources ensuring best use.

Safeguarding and Governance

- Ensure safeguarding responsibilities are embedded throughout service delivery
- Ensure compliance with safeguarding legislation, Local Authority policies and statutory guidance.
- Lead on quality assurance, self-evaluation and preparation for inspection activities.
- Promote equality, diversity and inclusion in all aspects of service delivery.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- Degree or equivalent professional qualification in Early Years, Education, Child Development or a related discipline.
- Evidence of continuing professional development.
- Relevant leadership and management qualification or equivalent experience.

Your essential skills, knowledge and experience

- Strong leadership skills.
- Excellent communication, presentation and influencing skills.
- Ability to manage complex projects and competing priorities.
- Advanced analytical and problem-solving skills.
- Ability to build effective partnerships and collaborative relationships.
- Effective people management and performance management skills.

- Extensive knowledge of the EYFS Statutory Framework.
- Detailed knowledge of Early Years legislation and national policy.
- Knowledge of SEND Code of Practice and inclusion requirements.
- Understanding of childcare sufficiency duties and funded entitlement programmes.
- Knowledge of safeguarding legislation and multi-agency working arrangements.
- Understanding of Ofsted inspection frameworks and quality assurance processes.
- Significant experience of leading Early Years services.

- Experience of managing and leading staff teams.
- Experience of successfully delivering service improvement and change management.
- Experience of supporting quality improvement within Early Years settings.
- Experience of partnership working across education, health and social care.
- Experience of budget management and resource planning.
- Experience of analysing performance data and producing strategic reports.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our STRIVE values underpin our practice and behaviours and are at the heart of everything that we do:

