

Early Years Foundation Stage (EYFS) Consultant

Role Profile

Service: Early Years Service – Children’s Services
Band: Soulbury 15
Reporting to: Early Years Service Manager
Responsible for: No direct reports



TRAFFORD
COUNCIL

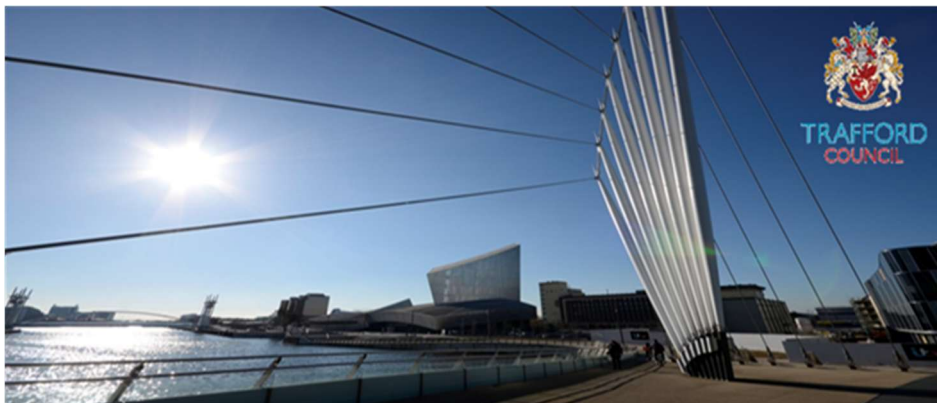
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region’s economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford’s huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits’ package and a real focus on your health and wellbeing, as well as extensive learning, succession and development opportunities.

For us, it’s not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The role of Early Years Foundation Stage Consultant is to work in partnership to support school readiness and improve outcomes for babies and children aged 0-5 years.

Your Main Priorities

- Improve the quality of early years provision across Best Start Family Hubs and early education settings to improve outcomes for children, providing advice and support on learning and development.
- Lead and implement evidence-based programmes and initiatives across the early years system with some direct delivery to families.
- Coordinate Early Years Foundation Stage Profile Assessment activity, identify key priorities from the data and contribute to strategic planning to respond to the findings.

Key duties

- Deputise for the Head of Service as required.
- Provide sector leadership to schools to support the implementation of Early Years Foundation Stage Statutory Framework and Special Educational Needs and Disability (SEND) Code of Practice to provide a high standard of childcare and education that meets OFSTED requirements.
- Identify priorities from the Early Years Foundation Stage Profile data analysis, contribute to strategic planning to respond to findings and communicate this information with key stakeholders.

- Contribute to raising levels of achievement of all children in partnership with colleagues and other agencies, with a particular focus on children most vulnerable to poor outcomes.
- Challenge and support schools and settings to achieve high standards and plan appropriate interventions to ensure all children make good progress, closing the gap in achievement at the end of the foundation stage.
- Focus on improving outcomes for vulnerable children including Looked After Children (LAC), children with Special Educational Needs and Disabilities (SEND) and other key cohorts.
- Support early years practitioners, teachers, SENCOs in implementing interventions and assessing impact for children with special educational needs and disabilities.
- Contribute to the early years training needs analysis, ensuring the learning and development meets the needs of the early years workforce.
- Lead on the delivery of the DfE Early Years Foundation Stage Profile Assessment training for Reception Teachers.
- Work with EYFS Leads in schools on specific projects linked to improving school readiness.
- Contribute to planning and delivering sector meetings for early years providers in the private, voluntary and independent sector to keep them updated on changes to regulation and policy issues.
- Develop and maintain good working relationships with early years providers and partner agencies.
- Contribute to the development and implementation of the strategic plans and the Early Years Service Plan including undertaking research and analysis.
- Represent the local authority at local, regional and national meetings and training events to ensure knowledge is kept up to date and relevant.
- Undertake other duties and responsibilities required by the head of Service which are commensurate with the grade of the post.

About You

Qualifications and Professional Development

- Early Years Teacher (EYT) status
- Evidence of continuous professional development and willingness to undertake any additional training as required

Experience and Knowledge

- Substantial experience of raising standards across the early years sector to support school improvement and better outcomes for children

- Strong operational and change management experience in educational settings, alongside successful teaching practice in the early years sector
- Experience of leading Early Years Foundation Stage Profile-related programmes and using data to inform priorities and improvement activity
- Experience of designing and implementing strategies and programmes to support vulnerable children, including those with additional needs
- Experience of partnership working across agencies, with a strong understanding of integrated service delivery and multi-agency practice
- Experience of interpreting national policy and government guidance and translating it into effective local delivery
- Experience of managing staff and applying relevant people policies and procedures, including attendance and disciplinary matters
- In-depth knowledge of the EYFS statutory framework, child development and early learning, including current developments in pedagogy and school improvement
- Strong knowledge of the Childcare Acts 2006 and 2016, Ofsted early years framework, Children and Families Act 2014, SEND Code of Practice 2015, Best Start in Life and Family Hubs, equality and diversity, and the challenges facing different types of early years provision

Skills and abilities

- Ability to develop effective ways of working with colleagues from a range of disciplines to improve outcomes for children and their families
- Able to identify what needs to be done and develop an appropriate plan of action to accomplish an objective and to monitor progress against it within a service delivery context
- Ability to communicate to a high standard using different methods and styles, ensuring the message is communicated clearly, it is understood and inspires confidence
- Effective coaching and mentoring skills to develop early years practitioners through partnership teaching and training
- Confidence to offer professional challenge and support in order to effect change
- Analytical skills: interrogate business intelligence to identify key strategic priorities
- Solution focussed and able to manage competing or multiple priorities to tight deadlines
- Able to work independently with minimum supervision
- Ability to adapt and respond to the changing priorities of the role

Special Conditions

- Ability to drive and access a car to travel to different sites across the Trafford borough
- Willing to work occasional evenings or weekends
- Enhanced DBS check

Date prepared/revised	FEB 2024 Updated 11/06/2026
Prepared/revised by	Z Sweeney
Job Evaluation	N/A - Soulbury

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.