

Early Years Quality Advisor

Role Profile

Service: Early Years Service
Band: Band 5
Reporting to: Early Years Quality Manager
Responsible for: No direct reports



TRAFFORD
COUNCIL

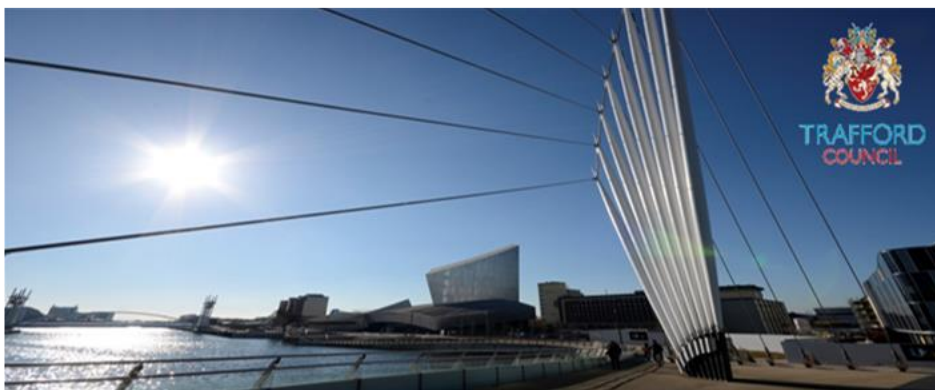
About Us

Trafford is a great place to live, work, learn and visit. We take pride in our strong, diverse communities, our cultural and sporting heritage and our position at the heart of the region's economic powerhouse.

Working with our partners in the public, private and third sectors, we have a Vision which sees us working together to reduce health inequalities, support residents out of poverty and address our climate crisis, highlighting our ambitions for our people, place and communities.

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 Early Years Service is responsible for ensuring that high quality early education and childcare is available to all eligible families across Trafford so that every child can reach their full potential. The service commissions and administers the early education entitlement so that all eligible families can access their early education entitlement and provides support along with learning and development opportunities to ensure high quality educational provision and standards are achieved across education settings. The service manages two Day Nurseries and provides training and support to nurseries, childminders and school nurseries and 'wrap around' to ensure early education and childcare is of the highest quality.

The key role of the Early years Quality Advisor is to have responsibility for supporting all Ofsted registered private, voluntary and independent early education and childcare settings across two neighbourhoods to drive high quality and standards. You will provide high-quality support, guidance, and development, influencing early education providers to sustain continuous improvement in provision and outcomes for children. You will play a contributing role in the planning, delivery, and monitoring of this service, engaging with partner agencies and ensuring the safeguarding and welfare of children and families across Trafford.

Your Main Priorities:

- To support and provide guidance to all early education and childcare providers to meet the EYFS (Early Years Foundation Stage), Safeguarding and Welfare Requirements and those on the Ofsted Early Years Register, Childcare Register (Compulsory and Voluntary).
- Be the neighbourhood lead across two neighbourhoods of the Borough with responsibility for oversight of quality and standards to all PVI settings in the area, including nurseries, childminders and out of school provision, maintaining strong supportive relationships.
- Provide high quality advice, support, coaching and challenge to ensure best practice relating to the implementation of the Early Years Foundation Stage and quality teaching and learning.

Key Duties

- To model and demonstrate Trafford's EPIC values and be able to persuade and influence change to improve educational outcomes for children.
- Be responsible for planning and delivery of briefings, sector meetings, network meetings and sessions, where required, to keep providers updated and help disseminate good practice.
- Develop tailored packages of support for early education providers with particular focus on settings who are causing concern or require enhanced support to raise the quality of provision in line with Trafford's Quality Improvement Policy, working closely with key partners such as the Area SENCo.
- Report to the Early Years Quality Manager any concerns regarding standards in service provision, including child protection issues, complaints, and allegations.
- Provide pre/post registration support to ensure early years providers secure a 'good' or 'outstanding' outcome at first inspection.
- Monitor outcomes of early education and childcare providers, drawing on Ofsted inspections and engagement with Trafford ways of working to inform emerging themes, trends and service delivery to raise standards, improve outcomes and reduce inequalities.
- Contribute to and maintain an accurate database of the quality of provision across the borough, maintaining accurate case notes and reports of all work carried out with providers.
- Attend meetings and training events as necessary to ensure knowledge is up to date and relevant, providing advice and support to others on changes resulting from new and revised legislation, policy and new initiatives.
- Provide local expertise about individual settings to inform targeted packages of support and ongoing monitoring in line with quality standards.
- Undertake any other duties and responsibilities required by the Early Years Quality Manager which are commensurate with the grade of the post.

About You

Qualifications and Professional Development

- Professional qualification in Early Years equivalent to minimum Level 5 plus required experience
- Evidence of continued professional and personal development

Experience and Knowledge

- Professional experience of working in an Early Years setting in a supervisory or management role
- Significant experience of working in an early education setting
- Experience of advising and supporting childcare practitioners and disseminating good practice which brings about improvement
- In depth knowledge of Statutory Framework for the EYFS, registration requirements and inspection framework
- In-depth knowledge of child development birth to 5 years
- Thorough understanding of Safeguarding & Child Protection Policy and Procedures.
- Understanding of Equal Opportunity and Inclusive Policy and Practices
- Knowledge and understanding of the PVI sector and challenges facing different early years providers

Skills and abilities

- Ability to establish and maintain excellent working relationships with colleagues, managers and external agencies, and of working as part of a multi-agency team.
- Self-motivated with the ability to prioritise and manage workload to deadlines, contributing to the objectives and delivery of the Early Years Strategic Plan
- Ability to engage, influence, and inspire others in the development of self-improvement.
- Ability to observe, accurately record, analyse, monitor and present data findings, both verbally and in writing, in a format which is easily understood by a wide range of audiences.
- Ability to contribute to online information and data collection/recording systems.

Special Conditions

- Enhanced DBS required
- Willing and able to travel to different sites within the Trafford Borough
- Occasional evenings and weekends as required (e.g., training, promotional activities, network forums)

Date Prepared/Revised	Created 10.11.23 – confirmed via consultation February 2024
Prepared/Revised	Denise Hulme / Zoe Sweeney
Job Evaluation	17.11.23

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.