



**Cumberland  
Council**

## Post Specification

<b>Date</b>	<b>March 2025</b>
<b>PG Number</b>	<b>5665</b>
<b>Post Title</b>	<b>Early Years and Childcare Adviser</b>
<b>Job Family</b>	<b>OS</b>
<b>Job Family Role Profile</b>	<b>OS11</b>
<b>Final Grade</b>	<b>11</b>

**To be read in conjunction with the job family role profile**

<b>Service Area description</b>
Education and Skills.
<b>Purpose of this post</b>
<p>To improve outcomes for Children and Young People in Cumbria by championing holistic learning, development, wellbeing and educational standards across the Early Years Foundation Stage.</p> <p>To contribute to the work of the Learning Improvement Service in monitoring, supporting and challenging schools and settings, in order to secure improvements and enhance achievement.</p> <p>To support the creation and sustainability of high quality early years provision including the development of Child and Family Hubs.</p>
<b>Key job specific accountabilities</b>
<ol style="list-style-type: none"><li>1. To be a member of the Learning Improvement Service and to contribute to a service which will carry out the procedures required to maintain an up to date knowledge of all early years providers and to challenge and support them to continuously improve.</li><li>2. To provide targeted intervention, in assigned schools, and private, voluntary and independent settings (including childminders), working in partnership to agreed objectives for enhanced performance.</li><li>3. Providing information, advice and training to early years providers, including the preparation of high quality resources and training materials.</li><li>4. To work in partnership with multi-agency colleagues to promote inclusive practice across all providers, and to be part of a service that prioritises listening to families of young children in order to meet the needs of all children.</li><li>5. To support the identification of best practice in order to endorse and disseminate successful learning as relevant, including facilitating peer to peer support.</li><li>6. To assist child care providers, through provision of practical guidance, training, access to information, key contacts and other appropriate techniques, to develop and sustain childcare provision where the Childcare Sufficiency Assessment highlights that this is necessary, or in response to new national and local initiatives.</li><li>7. Maintain an excellent knowledge of relevant early years and childcare statutory guidance and to ensure that childcare settings are able to comply with all Ofsted registration requirements and EYFS welfare requirements, including those relating to safeguarding children.</li></ol>

8. To contribute to ensuring that relevant statutory duties on the LA are met including the Childcare Act 2006.
9. To contribute to, and help to implement priorities in the Early Years Strategic Plan and such other plans concerned with improving young children's learning and wellbeing.
10. To contribute to income generation for the service through contracts with schools, settings and others external to the Council, whilst ensuring that the core business of work on behalf of the LA is maintained.

**Please note annual targets will be discussed during the appraisal process**

#### **Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>To accept budget and finance responsibilities to ensure services work within agreed budget and within Corporate policy guidelines and practices.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>None</li> </ul>

#### **Essential Criteria - Qualifications, knowledge, experience and expertise**

##### **Qualifications**

- Early Years and Childcare Qualification NVQ L3 or above
- Experience of leadership role in an early years setting
- Evidence of continuing professional development

##### **Knowledge**

- Detailed knowledge of the Early Years Foundation Stage Statutory Framework.
- Thorough knowledge of statutory and Ofsted requirements in relation to the early years
- Excellent working knowledge of child development, theories of how children learn and pedagogy in the early years

##### **Experience**

- Proven considerable experience of leading practice within an early years setting with a focus on quality improvement
- Successful partnership working with a focus on improving outcomes for children
- Proven considerable experience of establishing effective working relationships

##### **Skills**

- Capacity to work effectively under pressure, prioritise and meet deadlines
- Excellent written and verbal communication skills and the ability to communicate to a wide range of individuals and groups.
- Good use of information and communication technology (ICT)
- The ability to establish quickly effective working relationships - Customer focussed approach and commitment to excellent customer service - Commitment to equal opportunities

#### **Disclosure and Barring Service – DBS Checks**

- This post requires a DBS check.
- The level of check required is:

<ul style="list-style-type: none"> <li>○ DBS Enhanced – Children</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• To model and display the corporate standards of behaviour</li> <li>• Ability to travel throughout Cumbria and outside of the county</li> </ul>	