

<b>Job Title:</b> Service Manager – Early Years and Childcare Service	<b>Role Profile Number:</b> SBC_11876
<b>Grade:</b> <b>Salary:</b>	<b>Date Prepared:</b> May 2023
<b>Directorate/Group:</b> Children’s/Education	<b>Reporting to:</b> Head of Service
<b>Structure Chart attached:</b>	No

**Job Purpose**

**Early Years and Childcare Service**

- Be the designated borough lead officer for early education, childcare and out of school matters; providing strategic leadership in this area.
- Work in close partnership with internal and external partners and agencies to ensure a creative and integrated approach to early years education, childcare and out of school provision with a child and family focus. Ensure provision provides an inclusive policy for all children and ensures coherence between Pre-Birth to Five Strategy, Education Strategy and SEND and Inclusion Strategy.
- Monitor attainment of children throughout the EYFS, ensuring a focus on narrowing the gap, school readiness and achieving GLD at end of reception year.
- Work collaboratively with SEND service to ensure early identification and appropriate packages of support for children with SEND to ensure smooth transition into school
- Responsibility for the strategy and implementation of the Holiday Activities and Food Programme, reporting regularly to the Department for Education
- Responsibility for the strategy and implementation of the new early years and childcare policies announced nationally by the Government as part of the Spring 23 budget
- Work effectively with school leaders, private, voluntary and independent sector leaders, childminders and out of school providers to raise the standards and sustainability across the Early Years Foundation Stage
- Responsibility for embedding a systematic and accurate approach to providing data sets and producing reports including the production of annual Childcare Sufficiency Assessments and Early Years and Childcare Sufficiency Strategy.
- Provide line management to the Sufficiency and Funding Lead and Quality Development and Inclusion Lead, who will directly manage the teams across the service.
- Provide strategic leadership to improve outcomes for all children across pre-birth to five and set targets for the team in relation to narrowing the gaps in attainment.
- Prime accountability for reporting to Ofsted through the early years ‘annual conversation’,

highlighting strengths and areas for development in relation to the quality of provision and attainment for children across the EYFS.

- Co-ordinate bids and submissions in order to ensure maximum funding for the local authority and its partners; manage all budgets and grants relating to early education, childcare and out of school provision. Responsibility for the managements and oversight of all invitations to tender for works, contracts ,specifications, reporting arrangements, monitoring and evaluation, working at all times within Council procurement guidelines.
- Prime accountability and responsibility for the monitoring and allocation of the DSG early years funding (approx. £16M) and other grants ensuring compliance with Council financial restrictions.

### **Supplementary Accountabilities**

- Carry out key accountabilities in accordance with the council's policies and procedures
- Ensure all work is developed and implemented in accordance with equal opportunities and diversity policies including diversity impact assessments.
- Maintain expertise, skills and knowledge pertaining to specified areas of strategic and operational activity.
- Maintain expertise in and understanding of the national and local legislative and policy requirements for early education and childcare.
- Flexibility to undertake reasonable tasks within the scope of the job role across other areas of Children's directorate as required.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Substantial experience of developing synergies and partnerships within an organisation and with external partners in order to improve outcomes
- Ability to lead on complex policy, strategy development and commissioning projects with a track record of delivery to time and budget.
- Demonstrable and significant experience and knowledge of early years education, childcare and out of school national policy and delivery.
- Demonstrable evidence of successful innovative approaches, problem solving and effective decision-making.
- Experience and evidence of being able to influence and motivate partners to commission and or provide services in a different way in order to achieve agreed outcomes.

- Understanding and experience of commissioning including contract management and performance management in the context of bringing about change.
- Understanding and experience of using project management methodologies.
- Strong verbal and written communication skills.
- General management skills to drive services and ensure the strategic direction of the Council is effected on a value added basis
- A good understanding of the data and evidence base required for a strategy and the ability to demonstrate good analytical skills.
- Experience of resource management and associated accountability for cost effective outcomes.
- Demonstrable evidence of working with providers, nurturing relationships, providing challenge and promoting successful change.
- Innovative and able to recognise and develop the potential for doing things differently

### **Qualifications**

- Post graduate level qualification in leadership and management
- A minimum of 5 years working within the Early Years Foundation Stage.
- Evidence of continuing professional development relevant to post

### **Decision Making**

- Making decisions regarding how to interpret and best summarise information gathered.
- Can actively identify and introduce improvements linked to areas of accountability.
- Is purposeful in evaluating practice, identifying priorities, and providing clear advice and recommendations.

### **Creativity and Innovation**

- Ability to present information in a variety of ways.
- Is able to both support and challenge in order to help improve perceptions and bring about improvements.
- Flexibility to meet the varying demands of the role.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• Directly line manage Quality Development and Inclusion Lead, and Sufficiency and Funding Lead, who hold responsibility for management of the teams</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Line management of 16 roles within service</li> <li>• EYFS quality of provision, attainment and moderation</li> <li>• Statutory duties relating to take up of early education entitlements</li> <li>• Parent Champions Scheme – recruitment and retention of volunteers</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes</p> <p>Approx £16 million Early Years DSG and HAF budget</p> <p>Joint responsibility with property colleagues for income generation of property portfolio relating to early years provision</p>
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

This role will involve:

- Contact with Members, senior managers within SBC and the wider partnership including education and childcare providers, finance planning and property colleagues through meetings and project groups to ensure agreement of strategies and approaches. For example direct contact with Head teachers, senior management team within private providers and property developers.
- The role will involve working with the ESFA, RSC, DfE, Ofsted and other Local Authorities on a National and Regional basis.
- The role will involve work with local families through focus groups, meetings and events.

**Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

**Other Key Features of the role**

- Requires use of IT, for example, word processing, report writing, e-mail.
- Requires access to mobile phone and computer/laptop (provided for work use)
- Involves lone working and travel.
- Enhanced DBS check will be essential.
- Requirement to work across wider Children’s Services directorate as appropriate

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	