



## Role Profile

<b>Job Title:</b> Early Years and Childcare Sufficiency and Funding Lead	<b>Role Profile Number:</b> SBC_11355
<b>Grade:</b> CFL 11 <b>Salary:</b>	<b>Date Prepared:</b> December 2021
<b>Directorate/Group:</b> Children, Families and Community Health	<b>Reporting to:</b> Service Manager – Early Years, Childcare and Community Health Services
<b>Structure Chart attached:</b>	No

### Job Purpose

- Take the lead on market management across the borough with regards to sufficiency of early education, childcare and out of school provision through effective partnership working ensuring future sustainability of funding and provision.
- Secure sufficient early education, childcare and out of school provision that meets the needs of families across Swindon.
- Take the lead for the delivery of the Holiday Activities and Food Programme across the borough
- Take the lead and accountability for workforce development across Swindon; ensuring high quality practitioners are attracted to work within early years and childcare provision in Swindon; including planning for the future workforce requirements. Work closely with training providers to promote careers within the sector to school leavers.
- Responsibility for providing business advice, support and challenge to all new early years and childcare settings, including preschools, nurseries and maintained school nurseries and reception classes in order to facilitate the provision of high quality, inclusive early years education and childcare through until first Ofsted inspection.

### Key Accountabilities

- 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.
- Work closely with school place planning and school admissions teams; ensure effective plans are in place for school organisation including school expansions, academization and free schools in relation to early education, childcare and out of school provision.
- Maximize opportunities for utilising external funding e.g. S106, capital grant funding.
- Lead the school organisation process through the Council's Cabinet to lower the age range of primary

schools to open new maintained nursery provision in areas of demand.

- Line management responsibility of funding operations team across Children's Services
- Lead annual consultation with the early years and childcare sector in relation to funding rates and model, ensuring all providers have the opportunity to interpret and respond to proposals
- Responsibility for production of Schools Forum and Cabinet Scrutiny reports in relation to sufficiency and funding
- Support providers to reshape and create new early education, childcare and out of school places in line with the Childcare Sufficiency Assessment including alternative governance, management and delivery structures.
- Work with providers to produce business plans which are aligned to the Council's place planning strategy and their own business audit.
- Lead the co-ordination of the Holiday Activities and Food Programme, ensuring a high quality, varied offer is accessible to all eligible children
- Ensure places being provided meet the needs of families and the aims of the range of early years education and childcare entitlements
- Provide expert and responsive information, advice, guidance and support to providers on local and business needs.
- Work with colleagues to ensure that outcomes for children in early years settings inform borough priorities.
- Engage with other local authorities, national organisations and government departments, such as Department for Education, to ensure Swindon Borough Council can demonstrate capacity is sufficient and sustainable, meeting its sufficiency duty and is compliant with all government expectations.
- To keep all providers up to date of policy changes relating to funding and how this may impact their business, sharing best practice business models to ensure the early years education, childcare and out of school market is sustainable.

### **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 affected 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**

- Degree level qualification in business, marketing and/or education
- Substantial experience within the early years and/or education sector.
- 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>Funding operations team</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<p><b>Budget Holder Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes</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.

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