

<b>Job Title:</b> Early Years Engagement Officer	<b>Role Profile Number:</b> PCDN70
<b>Grade:</b> M	<b>Date Prepared:</b> February 2020
<b>Directorate/Group:</b> Children's/Education	<b>Reporting to:</b> Parent Support and Engagement Manager
<b>Structure Chart attached:</b>	

**Job Purpose**

- To support the successful engagement and promotion strategy for early years education, childcare and out of school provision. To communicate with a range of stakeholders and parents to maximise take up of 2, 3 and 4 year old funding including early years pupil premium and disability access funding.
- To support with the promotion of the Parent Champions Scheme, to identify and engage parents to participate in the scheme.

**Key Accountabilities**

- To work with the Parent Support and Engagement Manager to lead and develop a strategy to raise the awareness of the 2, 3 and 4 year old funding entitlements. To form good working relationships with stakeholders to embed the early years funding and pupil premium offers.
- To work with the Parent Support and Engagement Manager to lead and manage a strategy for the use of social media, community events and family events to effectively target hard to reach families. Research and analyse the most effective advertising and continue to develop an approach to raise the awareness.
- Ensure the Council's statutory duty is met by maximising the take up of funded places. Liaise with stakeholders to identify and report on any barriers that are stopping families accessing the offer and plan ways to remove those barriers effectively to maximise the take up.
- Assist in developing a brokerage and communication service to enable parents to make personalised early education and childcare choices. Provide support as necessary in finding an early years provision for children with English as a second language.
- Support with the delivery of PEEP sessions to families in hard to reach areas

- To liaise with Head Teachers and Nursery Managers, and other Council services including Social Services, Health Visitors, SENAT, Looked After Children Service and other internal/external agencies including Job Centre Plus to assist parents and carers in obtaining a funded early education place.
- To be able to recognise and deal with a potential child safety issue quickly, effectively and professionally, ensuring the relevant agencies are made aware of the situation for example in cases of parents living in refuges, or referrals from Social Services. In difficult and sometimes sensitive situations which surround a child's reason for relocation/transfer to an alternative provider, provide confidentiality and reassurance and if parents request arrange and organise a meeting to discuss possible options.
- Verify through security checks and sometimes further investigations to establish a child's status and parental responsibility before proceeding with application. Verify through the HMRC and DWP eligibility checking service families eligibility for early years funding.
- To use a database (Capita One) on a daily basis to administer the confirmation of funded places.
- To work with the Parent Support and Engagement Manager to organise and implement new policies and procedures in response to changes in legislation. To obtain accurate information and statistics using the Capita One database to report on early years funding take up and provide the evidence base to inform local decisions.
- Create an effective link to families and early year's providers through face to face contact, telephone and email, attending drop in sessions as required, and initiating and developing events to pro-actively promote the early years funding offer to stakeholders.
- Undertake audit checks of providers throughout the year to ensure that eligible children meet the minimum requirements.
- To work constructively and positively across the Council and beyond for the benefit of customers, in particular, early years providers and schools, including pupils and staff.

### **Supplementary Accountabilities**

- Occasional need to attend meetings outside normal working hours
- Ability to travel across the Borough for meetings

### **Knowledge & Experience**

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

- Understanding of large scale databases
- Good verbal and written communications skills

- Ability to deal with queries from public, providers and other agencies
- Ability to work on own initiative and as part of a team
- Ability to prioritise work

**Qualifications**

- A Levels or equivalent
- PEEP trained practitioner (preferred)
- Experience in early years and childcare sector

**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>• None</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>No</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, early help 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.

- The role will involve working with the HMRC, 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 of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

### **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>	