

## **Job Profile Information: Quality Adviser - Maintained Nurseries**

**This supplementary information for Quality Adviser – Maintained Nurseries is for Job Level 5 Zone 1**

### **Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

Camden has long understood the positive impact that the best start in life has on long term outcomes for children and continues to invest in a systemic early years approach led and supported by an Integrated Early Years' Service.

In addition to its statutory duties regarding sufficiency and administration of the free early education entitlements Camden continues to directly provide early education through a number of Council maintained nurseries. The Council sees a role for its maintained nurseries as exemplars of excellent practice and is seeking to further develop their capacity as a training resource for the wider early years sector.

### **Role Purpose:**

The Quality Adviser will lead and support the delivery of high quality early education and childcare provided by Camden's maintained nurseries. The post holder will provide curriculum support, advice, and training to the Locality Leaders and the Heads of Nursery on all matters relating to the Early Years Foundation Stage and develop the role of Camden's maintained sector as practice leaders for all early years provision in the Borough. Supporting the nurseries with their Ofsted inspection and Liaising with the Quality Support and Training manager with all matter related to Ofsted and EYFS compliance.

The Quality Adviser will also support the Quality Support and Training Manager in the wider implementation of effective EYFS practice across the Boroughs early years sector as part of the system leadership approach adopted by the service.

To ensure that the maintained nurseries meet the statutory requirements as laid down in the Early Years Foundation Stage, Children Act 1989, Children Act 2004, Education Acts and other related legislation affecting provision of services for young children.

### **Example outcomes or objectives that this role will deliver:**

- To ensure that the maintained nurseries meet the statutory requirements as laid down in the Early Years Foundation Stage, Children Act 1989, Children Act 2004, Education Acts and other related legislation affecting provision of services for young children.

- To ensure the nurseries to deliver the highest possible standards of early education and childcare and adopt and adhere to a shared set of policies and procedures.
- To support the Heads of Nursery to deliver high quality inclusive experiences for all children, including those with special educational needs or disabilities working in partnership with Camden's SEIS.
- To ensure that safeguarding procedures are effectively implemented across the maintained nurseries in line with Camden's policy and to report matters of concern to the Locality Leader and line manager.
- To model good practice and skill development to managers and practitioners across the service ensuring the delivery of an inclusive and differentiated curriculum.
- Develop and promote Camden's maintained nurseries as examples of excellent practice and work with other members of the Quality Improvement team to share practice across Camden's network of providers.
- To advise colleagues and other early years teams about effective EYFS practice.
- To facilitate regular quality support meetings for Heads of the maintained nurseries and others as appropriate who support the delivery of the EYFS, the implementation of cohort data monitoring and procedural development as well as matters pertaining to Ofsted registration and inspection
- To engage effectively with other members of the Quality Support and Training team to ensure Camden's approach to quality early education is consistent across the whole range of providers, jointly facilitating training where appropriate.
- To support the Head of Nursery and Locality Leader to monitor and review budgets allocated to the maintained nurseries as well as
- To support the recruitment of a high quality workforce and to develop a culture of workforce retention and development to enable aspirational staff to move into management.
- To assist Locality Leaders and Centre Heads in managing change within their nursery, particularly where delivery models need to adjust to reflect changes in patterns of demand and local and national early education policy. This includes managing expectations of a multi-disciplinary management team.
- To work closely with the Family Information Service, Free Entitlement and Inclusive Intervention teams to support wider childcare initiatives across the borough.
- To maintain an awareness of national and international developments in early education practice ensuring that Camden's maintained nurseries remain leaders in practice.

#### Outcomes:

- Children who take up their early education entitlements in Camden's maintained nurseries have a high quality experience and leave nursery well prepared for the next stage in their learning.
- Camden's maintained nurseries are leaders in excellent early years provision in the borough and share their practice with other local providers.
- Camden's maintained nurseries are judged to be 'Good' or 'Outstanding' by OFSTED.

**People Management Responsibilities:**

The post holder will have no direct line management responsibility but will support, develop and challenge Camden maintained nursery, (and other), teams to provide exceptionally high quality experiences for children.

- Lead, support and inspire staff to reflect on and develop their own understanding, knowledge and skills; encouraging a culture of high aspiration for children and families in the borough.
- Support the wider work of the service through active participation as a member of the Integrated Early Years Strategic group to achieve its aims and objectives and represent the service and the local authority at various fora and meetings.

**Relationships;**

- Children's Centre Locality Partnership
- Staff from Council Departments
- Staff from Health Authorities and Trusts
- Voluntary and community organisations
- Providers of childcare, education and family support services
- School staff
- Members of the public

**Work Environment:**

- Based at 5 Pancras Square but with extensive travel across the borough, particularly to Camden's maintained nursery sites.
- Meetings on and off site
- Working all year round

**Qualifications:**

Early Years Degree desirable, minimum level 3 early year's qualifications considered.

### **Technical Knowledge and Experience:**

- In depth knowledge and understanding of legislation relevant to Early Years provision.
- Detailed knowledge of the Early Years Foundation Stage.
- A well developed understanding of child development.
- Extensive understanding of the dynamics of operational early education and childcare delivery.
- Knowledge of current and forthcoming developments in early years education and childcare.
- Knowledge of the Local Authority child protection procedures and how to operationalise them effectively.
- Extensive operational experience of the Ofsted Inspection framework.
- An understanding of the needs of children with SEND and how they can be supported to access mainstream early education and childcare provision.
- Highly developed communication, interpersonal and organisational skills.
- Effective leadership skills and experience of leading a devolved workforce within a matrix management system.
- To be able to undertake investigations in a systematic way; problem solving and action-planning to effect necessary change.
- To have the ability to analyse information and produce structured and concise reports.
- To be able to prioritise, plan and organise work and the work of others often managing conflicting demands.
- To have the ability to use ICT effectively, particularly word-processing and email.
- To have experience at senior management level in the provision of early education and childcare services.
- To have well developed presentation skills including the ability to chair formal and informal meetings and forums with a diverse range of people.

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)

# Structure Chart

