

## **Job Profile Information: Early Years Advisor**

**Job Grade:** Level 3, Zone 2

**Salary Range:** £34,033 - £39,480 pro-rata, per annum

**This supplementary information for Early Years Advisor (Camden Quality Improvement Partnership) is for guidance and must be used in conjunction with the Job Capsule for People Group, Job Family: Education, Job Zone 3, Level 2**

**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.**

### **Role Purpose:**

**To support the delivery of high-quality early education across all sectors of provision in the London Borough of Camden by providing effective support to providers alongside a 'needs led' training offer.**

**To offer advice and support to providers through visits, briefings, training and phone advice line across all areas of early years foundation stage delivery while maintaining up to date knowledge of effective and innovative practice in a specialist area (e.g. Under 2s, 2YOs, 3&4YOs, Childminding).**

**Promote market membership of Camden's early years quality partnership ensuring provider resilience is scaffolded and enables them to maintain and improve the quality of their delivery models.**

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

- The delivery of high quality Early Years Foundation Stage (EYFS) birth to five provision across Camden's maintained nursery provision, non-maintained sectors and childminders so that all children achieve the best possible outcomes.
- The modelling of good practice and skill development to practitioners across the borough ensuring the effective delivery of an inclusive and differentiated curriculum design.
- Supporting the delivery of Camden's Early Years Quality Improvement Partnership, maximising membership and engagement from all sectors of provision.
- Supporting providers to develop and maintain their resilience and so enabling them to offer an effective and quality childcare provision.
- To actively seek intelligence about training need and to help delivering required training as required

- To identify good practice within settings and contributing practitioners and supporting opportunities to cascade this practice across Camden's Quality Improvement Partnership
- To advise, support and model effective EYFS delivery across wider early years services including stay and play provision and other children's centre services.
- To support the development of inclusive practice and ensure all children are included and their diverse needs provided for in Camden's early years settings, with particular focus on children with additional needs, the vulnerable and hard to reach.
- To facilitate the sharing of information between settings and schools through transition meetings to enable smooth transitions for families
- Lead on the development and implementation of systems to track children's progress, such as Camden's cohort data, in maintained nurseries and the wider early education
- Understand Camden's safeguarding procedures and ensure settings understand Camden's safeguarding policy and procedures.

#### **People Management Responsibilities:**

- There are no people management responsibilities

#### **Relationships:**

- Work closely with colleagues in the Integrated Early Years service team to maintain and further develop the integrated approach to delivery.
- Work closely with partners such as the Early Years Intervention Team (EYIT), Maintained Nursery Heads, Children's Centre Managers, Private, Voluntary and Independent schools and childminders.
- Work in close collaboration with Camden Learning to provide an aligned quality support offer across Camden and to effectively moderate the assessment of children's progress at the end of the foundation stage.
- Be aware of national policy development in early years, eg National Funding formula and integrated 2 year check, and develop strategies to ensure that Camden responds in a timely and effective manner maintaining the Boroughs reputation as a leader in early years services.

**Work Environment:**

- Office based in an agile working environment/visits to settings/meetings on and off site/working all year round/some evening and weekend work

**Technical Knowledge and Experience:**

- Educated to Graduate Level
- A thorough understanding of the Early Years Foundation Stage
- Extensive knowledge of child development
- Knowledge of the OFSTED inspection framework for early years settings, SEND services and Local Authorities Single Inspection Framework
- Knowledge and understanding of the implementation of safeguarding practice and procedures
- To be able to communicate effectively at all levels and with confidence within group situations
- To have excellent presentational skills both written and oral as well as an ability to develop and deliver training
- To be able to listen and respond appropriately with tact and diplomacy in sensitive situations
- To be able to use ICT effectively including Word, Excel, PowerPoint, Outlook as well as the new Quality Improvement database

**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 visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Structure chart**

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