Role Profile

Post Title:	**Early Learning and Childcare Co-ordinator**
Grade:	**14**
Date Created:	**6th February 2019**

ROLE DEFINITION

To take a lead role in the development and support of early years services across North Ayrshire to raise standards in education and learning. Lead in the development of all early learning and childcare initiatives.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Manage/deliver the Service in accordance with the Council's corporate policies and procedures and relevant strategy provision.
- Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Strategic Priorities within the Council Plan and contributes to the production of Directorate Plans.
- Manage and monitor Capital and Revenue budgets as assigned and contribute to budget development.
- Lead, or contribute to, the preparation of cross-service business development plans, as required.
- Ensure the effective management and leadership of employees, where appropriate.
- Prepare and co-ordinate reports for the Council, its Committees or working parties and to attend these meetings as required.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Assist in the management and development of early education and childcare across North Ayrshire.

- Work in partnership with all staff in early years centre, partner providers, schools, health and social care to promote quality for young children and their families.
- Provide support and advice on all aspects of the early learning and childcare curriculum.
- Support early years centres to develop parental engagement.
- Support staff groups to identify, implement and develop a quality early learning and childcare for young children.
- Identify and promote appropriate staff development opportunities.
- In line with guidance and legislation identify, initiate, promote and develop best practice in early education and childcare for children birth to 6 years.
- Lead and contribute to the preparation of cross-service business development plans, as required.
- Lead early years initiatives for example Early Years Collaborative, expansion of the increased entitlement of early learning and childcare.
- Lead and support the development and implement the early level of the Curriculum for Excellence ensuring continuity and progression in learning and weekly teaching.
- Support management and staff to identity, implement and develop quality early learning and childcare.
- Identify and coordinate the production of appropriate resources for Early Years Centres and Family Learning Programmes.
- Contribute in the development of an effective strategy for the provision of learning and childcare services including the quality assurances and quality improvement process.
- Lead, support and challenge early years centres to develop family engagement and the inspection process.
- Lead, advise and participate in recruitment and deployment of staff.
- Lead on the delivery of a key strategic element of early learning and childcare for the early years' expansion.
- Prepare and coordinate reports for the Council, its Committees and attend appropriate meetings as required.
- Lead and support teamwork and collaboration across early years and parenting teams.
- Manage and monitor Capital and revenue budgets as assigned and contribute to budget development.

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	• Degree level qualification in Early Years or equivalent OR equivalent experience	• Full SSSC registration • Management qualification	• Application Form • Interview
Experience	• Managing a comprehensive Early Years service • Involvement in early years provision • Working with children and families • Innovative delivery of Curriculum for Excellence	• Professional working in Health and Social Services • Involvement in intervention programmes	• Application Form • References • Interview
Specialist Knowledge	• Working knowledge of Early Years Framework, Curriculum for Excellence, GIRFEC • Child development • Pre-birth to 8	• Recent developments in early years research and legislation	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Communicate and develop productive working relationships with a range of professionals	• Interpersonal skills • Manage competing priorities and to meet deadlines	• Application Form • References • Interview

	• Influencing and persuasive skills and ability to resolve conflict • Ability to take a strategic view • Manage workload effectively		
Other	• Commitment to working with young children and families • Ability to work flexibly	• Evidence of continues personal development	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.

OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
Focus we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
Passion we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
Inspiration we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind