



LONDON BOROUGH OF MERTON

Children, Schools and Families DEPARTMENT

JOB DESCRIPTION

POST TITLE: Service Manager Early Years, Inclusion and Childcare

Grade: MGB

DIVISION/SECTION: Early Years, Family Wellbeing and Early Help

Location: Civic Offices and various locations across the borough. Home working arrangements by agreement and in accordance with Merton's hybrid working arrangements

Responsible to: Head of Service

Responsible for: Staff – up to 65
Working with a range of partners (early years, childcare, community and OOS providers – up to 500, statutory partners including health, schools, commissioners, Ofsted, DFE/government/London agencies
Budget – service monitoring of up to £2.5 - £3 million expenditure and income plus grants

Post number:

Date: March 2022

1. MAIN PURPOSE

1. To be responsible for key aspects of the LAs statutory duties in relation to early years and childcare including:

- To improve the wellbeing of young children and reduce inequalities between them
- To secure early childhood services that are provided in an integrated manner, improving outcomes for children under 5 and reduce inequalities
- To secure information, advice and training to childcare providers (commissioning or direct delivery)

- To secure sufficiency across the mixed market model of early years funded places for 2, 3 and 4 year olds, out of school and holiday provision for children and young people aged 0 -18 and produce an annual sufficiency assessment and action plan
 - To embed best practice in line with statutory guidance including EYFS, Working Together and SEND code of Practice
 - To respond to safeguarding allegations following policy, both as a direct service provider and as a support/conduit between Ofsted, LADO and other agencies that may be involved in incidents within settings
2. To be accountable and provide effective leadership, development and market management of the early years, childcare and out of school sector, developing and implementing local plans/strategies, working with a wide range of stakeholders so that Merton statutory duties are met and outcomes are improved for children, young people and families
 3. To lead on the continuous improvement of early years and out of school provision (including HAF and community shortbreak providers) across a diverse market, so that best practice is embedded across schools, nurseries, preschools, childminders, private and community sector providers
 4. To take the strategic lead (Early Years Area SENco) for the development and operational service transformation across the EY sector so that the applicable aspects of the SEND Safety Valve programme are implemented, performance achieved and statutory duties met
 5. To be the strategic lead on the development and continuous improvement of services and to be the Ofsted registered person for the childcare provision ensuring statutory requirements are met:
 - directly delivered early education and parenting programmes for families and children with SEND
 - development and delivery of childcare services across the age range age 2 – 18 (nursery, preschools and specialist Out of School provision for children and young people with complex SEND)
 - HAF programme (3 year grant funding)
 - Sufficiency and market management
 - SEND and Inclusion advisory service

- Early years and Out of School Advisory service
 - Sector partnership and workforce development and peer to peer support
6. To ensure that the service is delivered in an appropriate and timely manner in order to achieve excellent outcomes for partners and direct service users, working towards outstanding in inspections.
 7. To ensure that services are designed and developed in partnership with other agencies, organisations and service users, maximising the potential for the avoidance of high cost statutory services, reduction in public sector costs and achieving better outcomes for children, young people and families
 8. To hold lead responsibility for all staff within the service providing the vision, direction and leadership vital to securing effective team delivery across various locations and various delivery models and to ensure staff compliance with safeguarding policies and procedures and practice is of the highest standard
 9. To manage significant human, infrastructure and financial resources efficiently and effectively ensuring value for money and evidence based practice in the provision of educational, social and health outcomes for children and families.
 10. To ensure that all service delivery activities
 - Are needs led
 - Are Evidenced based
 - Relate to outcomes
 - Deliver Value for money
 - Enable settings, families and communities to be self-sustaining wherever possible
 - Underpinned by co-production and user voice
 11. To work as part of the Early Years, Family Wellbeing and Early Help service senior management team in the delivery of a range of childhood services, pilots and projects to improve the well-being of young children and reduce inequalities between them

2. Main Duties and Responsibilities

1. The Service Manager has lead responsibility for delivering the department's ambition to deliver cost effective and impactful universal

and early intervention services in accordance with priorities, objectives and action plans

2. To provide expert knowledge in Early years Foundation Stage, childcare, market management, safeguarding (including staff allegations) and SEND to inform service development and the production of strategies and plans, through research and evidenced based practice and quality improvement to meet the requirements of statutory duties and local priorities
3. To be responsible for ensuring compliance with the local requirements for terms and conditions of funded places, including SEND and safeguarding
4. To lead on the development of the local market via capacity building multi agency working and partnership development with the local sector, regional and national partnerships, so that stakeholder view inform decisions and there is sufficient good quality provision across childcare, community group shortbreak and holiday and food programme food providers
5. To work with the sector to deliver advice, support and training that is evidenced based, meets legislative requirements and is focussed on:
 - Securing good outcomes for children through their foundation years
 - Meeting the needs of children with SEN and disabilities, vulnerable and disadvantaged children
 - Effective safeguarding children and child protection
 - Meeting specific programme/priorities
6. To lead on the work, in collaboration with other senior managers, to develop services and programmes as professional learning communities to share and disseminate best practice through professional development opportunities in collaboration and in partnership with the range of providers
7. To be responsible for ensuring access to sector wide safeguarding training on behalf of the MSCP, and ensure that policies are promoted and adhered to at all times
10. To ensure oversight of budget and resource planning so that financial targets are met and to take swift action through writing reports to recommend actions in order to mitigate any under achievement of income.
11. To be jointly responsible for working with a range of council services, commissioned services and partner agencies to develop joint and new approaches that achieve the identified priorities and objectives whilst reducing duplication and cost and delivering coordinated, evidence-based services and interventions
12. To work in partnership at all levels across the local authority and externally with agencies in the statutory, community/VCS, private

sector, service users and their families or carers, and local community to achieve a greater focus on prevention and early help

13. To represent the service at key stakeholder and specialist knowledge events for example London Head of Early Years Network (London Councils), GLA Early Years working groups, Ofsted, Early education and sector support organisations promoting government policy and implementation locally, so that Merton continues to develop and respond to best practice through bidding for grants and delivery of pilots/programmes, with a focus on SEND
14. To ensure the principle of co-production is embedded across all areas of work so that key stakeholders influence strategic design and performance management, to ensure responsive services that meet the changing needs of demography, with a focus on SEND.
15. Lead and develop strong, forward thinking partnership arrangements with external bodies from the public and private sector locally, regionally and nationally to engage others in supporting, improving and sustaining inclusive practice which impacts positively on outcomes, targeting resources as identified
16. To provide inspirational leadership, advice and guidance to a diverse, multi professional workforce, driving people focussed service delivery, embedding a culture of change, continuous improvement, common professional standards and excellent people engagement and management and ensuring that the Council meets its statutory obligations in relation to all aspects of equalities legislation
17. To provide leadership across all aspects of the work, embedding a performance culture that inspires a sense of purpose and celebrates the strength of the cultural diversity of Merton and of the workforce and challenges discriminatory behaviours
18. Ensure effective service integration and work closely with other managers in the Council and with partners so that service planning and delivery is coherent, effective and integrated and represents the best possible use of resources and delivers improved outcomes.
19. To work flexibly and to undertake any other duties and responsibilities, including taking lead responsibility for particular projects and issues, as required by the AD and or Director of Children, Schools and Families.

Qualifications / Skills / Knowledge/experience:

1. Qualified (minimum level 6/degree) in a relevant subject (for example: Early Years, Education, Childcare)
2. Excellent people management skills and track record of effective people management including performance management
3. Ability to uphold and promote the Council's Equality, Diversity and Inclusion policies to ensure non-discriminatory practice in all aspects of the work, ensuring that equality and diversity are embedded in the way the team is led, managed and services are embedded
4. In-depth and specialist knowledge of current legislation and policy and awareness of imminent policy change in relation to early years and EYFS, market management/sufficiency/workforce development, SEND and early help and best practice expectations
5. Extensive experience and proven track record at management level of successfully developing and delivering early years, childcare and

advisory services, including for children with complex SEND, collaboration with partners, in a complex stakeholder environment

6. Experienced and able to evidence successful partnership development or delivery through partnerships including an ability to work with local partners to develop joint plans for implementing local services and priorities
7. Ability to plan, manage and monitor the use of available financial, physical and human resources, aligning with strategic priorities and maximising opportunities for income and grant funding
8. Excellent communication and interpersonal skills, good negotiation, persuasion and organisational skills.
9. Ability to demonstrate resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis
10. Ability to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques, ICT and resources to resolve issues.

The post does require working from various locations across the whole borough and therefore there is a requirement that the post holder can travel around the borough. There will be an expectation that the post holder can, work flexibly outside of core hours including evenings and weekends