



LONDON BOROUGH OF MERTON

Children, Schools and Families DEPARTMENT

JOB DESCRIPTION

POST TITLE: Team Manager Continuous Improvement, Inclusion, Portage and Childcare

Grade: MGB

DIVISION/SECTION: Early Years, Childcare and Children's Centre Service,

Location: Civic Offices
Responsible to: Head of Service

Responsible for: Staff – up to 15 civic based advisors in settings and Portage staff (home visiting service) Working with a range of partners (early years providers – up to 400 early years sector statutory partners including health, schools,)

Budget – monitoring £1, 300,000 nursery childcare income and expenditure

DSG staffing (£500,000) and income targets (£60,000)

Post number:
Dec 2016

Date: June 2014 minor amends

1. MAIN PURPOSE

1.1 To be responsible for key aspects of the Childcare Act 2006, specifically, but not exclusively:

- Section 1- to improve the wellbeing of young children and reduce inequalities between them
- Section 3 to secure that early childhood services are provided in an integrated manner outcomes (with partners) of children under 5 and reduce inequalities – via good quality Children's Centres and good quality EYFS education (see core purpose and EYFS statutory guidance)
- Section 13 : information, advice and training to childcare providers (direct work)

1.2 To ensure that the borough's CIF, Inclusion/SEN support and Portage programmes have robust strategic oversight, are co-ordinated and delivered strategically, are quality assured/audited, have effective/leadership and

management and meet agreed performance targets and outcomes to support settings in achieving at least a good in an Ofsted inspection (role of the Local Authority) or applicable quality assurance service standards, including statutory frameworks

1.3 To manage a team of Advisors and Portage Officers with a high level of knowledge and expertise to support improved outcomes for all children, with a focus on those that are vulnerable

1.3 To be responsible for the development and implementation of underpinning frameworks, continuous improvement, performance management, protocols, service agreements, good practice guidance and strategies to ensure that the statutory duties are met

1.4 To work as part of the Early Years, Childcare and Children's Centre service senior leadership team in the delivery of a range of early childhood services, pilots and projects to improve the well-being of young children and reduce inequalities between them

1.6 To be the service lead for EYFS/EYFSP (PVI/Academies) in liaison with Merton School Improvement team, supporting the moderation and school readiness agenda

1.7 To lead on the development and day to day operation of the:

- Local Authority directly managed Childcare/Early Education Services
- To be the registered person and main contact for Ofsted, securing at least good in inspections

2. Main Duties and Responsibilities

2.1 To lead on the commissioning/contracting and/or co-ordination/delivery of services and advice in the following specialist areas:

- Quality (audit) and Continuous Improvement (early years education/childcare and applicable Children's Centre programmes)
- Early Years Foundation Stage and Profile (PVI)
- Delivery of information, advice and training (direct work)
- SEN and safeguarding (including staff allegations). This post includes the named SENCO for Early Years in accordance with Code of Practice for SEND

2.2 To provide expert knowledge in the areas identified above to inform service development through research and evidenced based practice and quality improvement to meet the requirements of statutory duties

2.3 To ensure that the relevant programmes have robust strategic oversight, are quality assured/audited, have effective leadership and management and meet agreed performance targets and outcomes to support settings to achieve at least a good in an Ofsted inspection (role of the Local Authority).

or applicable quality assurance service standards, including statutory frameworks

2.4 To lead on the implementation of the suite of quality assurance/audit tools ensuring that the Local Authority can evidence improved outcomes through its programmes which represent value for money and evidence long term sustained impact

2.5 To ensure that all aspects of continuous improvement, quality assurance/audit, service development are underpinned by research and evidenced based practice and can show impact in terms of children's well being and the reduction of inequalities in children's outcomes

2.6 To undertake monitoring of provision ensuring compliance with the local service specifications/continuous improvement frameworks, quality assurance/audit and the statutory requirements including SEN and safeguarding policy/legislation

2.7 Where agreed outcomes are not achieved to provide appropriate advice, guidance and challenge to ensure compliance with service agreements/terms and conditions and statutory guidance/codes of practice

2.8 To support and facilitate the involvement of providers and service users to ensure that their views inform decisions and the shaping of service delivery

2.9 To contribute to the development of the local market via capacity building multi agency working and partnership development with the local sector, regional and national partnerships

2.10 To work with the sector to deliver advice, support and training that is evidenced based, meets legislative requirements and is focussed on:

- Meeting the needs of EYFS
- Meeting the needs of children with SEN and disabilities, vulnerable and disadvantaged children
- Effective safeguarding children and child protection

2.11 To manage a team of staff, supporting providers in the delivery of early education, childcare and Children's Centre Services in order to improve the quality of provision to secure improved and sustained outcomes for children

2.12 To lead on the work, in collaboration with other senior managers, to develop Services as professional learning communities to share and disseminate best practice through professional development opportunities in collaboration and in partnership with the range of early years providers

2.12 To work in partnership with the sector to ensure there is sufficient early years provision/children's centres that are Ofsted graded good in order to meet the statutory requirements and reduce inequalities for children and their families

2.13 To work within the safeguarding and Merton Well Being frameworks, and ensure that policies are promoted and adhered to at all times

2.14 to provide day to day strategic management to the boroughs own nurseries and preschools ensuring that all statutory requirements are met, the service is of excellent quality and that all staff are supervised and supported in their roles

2.15 To ensure oversight of budget and resource planning so that the nursery, meets its financial income targets, developing specific operational plans as required to mitigate any under achievement of income and escalating any financial concerns in a timely way

3. GENERAL – Senior Managers (ME11 and above)

1. To ensure all services are delivered within the parameters and desired outcomes for the Council's priorities and key performance indicators. This includes embedding the LEAN processes and Information Boards into every day working practices.
2. 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 quality early years and childcare practice which impacts positively for young children and families, targeting resources as identified
3. To line manage staff including overseeing recruitment, induction support and supervision and appraisal. (where appropriate).
4. To manage budgets and resources in line with financial regulations, finance policies and procedures ensuring value for money and securing efficient and cost effective use of all resources
5. To effectively monitor, evaluate and review service information/data, and service user feedback to improve and inform service delivery and priorities
6. To work in a systematic and process driven way, ensuring opportunities for self serve/channel shift and efficiency of resources
7. To carry out duties and responsibilities in accordance with the Council's Core Values, Equal Opportunities Policy, Safeguarding, Health and Safety Policy and all other borough and departmental policies and procedures, in particular the non-smoking policy and confidentiality in line with the Data Protection Act.
8. To use computers, specified databases, and other ICT in the normal performance of the duties of the post. To champion data quality in the Department, proactively appraising data produced by the Department for robustness, ensuring that data quality issues are addressed and corporate requirements are met, as set out in the council's Data Quality Strategy.
9. To brief line manager on all matters which are likely to be subject to publicity whether positive or negative.

10. To keep up to date with new developments in appropriate fields, attend training and supervision sessions and contribute to workshops, seminars and conferences.
11. To work flexibly and to undertake any other duties commensurate with the post as required by the Head of Division and or Director of Children, Schools and Families.

FUNCTIONAL LINKS

Statutory, PVI and Third Sector partners that form the Children and Young People's Workforce.

Schools

Ofsted

Merton Council Adult Services who work with those adults considered to be the most vulnerable in the community.

OTHER RELEVANT MATTERS

Will be required to work very occasional Saturdays and evenings (on average 5 a year) to meet the needs of the service for which time off in lieu will be negotiated