

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Early Years Officer, Safeguarding and Welfare Requirements |
| HBC Grade: | **HBC 7** |
| Service: | **0 - 19 Learning Service** |
| Division: | **Children's Organisation & Provision** |

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| **Main Purpose of the Role** |
| To provide safeguarding and welfare challenge, support and advice to schools, private, voluntary and independent settings and childminders regarding child care provision in Halton to ensure they meet safeguarding and welfare regulations keeping children safe and also ensuring sustainability of child care placements. |

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| **Key Duties**  |
| **1** | Work with schools, private, voluntary, and independent settings and childminders to ensure that they meet the welfare and safeguarding requirements of the EYFS, ensuring children are kept safe. |
| **2** | Providing CPD to the EY workforce to ensure they have a strong understanding of safeguarding and welfare requirements, also ensuring sustainability and high quality provision. |
| **3** |  To carry out safeguarding and welfare audits, identifying areas to develop in order to further improve quality provision. |
| **4**  | Provide demographic and statistical information to Senior Management to support the monitoring of childcare provision within Halton |
| **5** | Provide support, advice and training to schools, settings and childminders regarding the Safeguarding and welfare requirements in liaison with other appropriate agencies. |
| **6** | To act as the “point of contact” for LADO meetings and Serious Case Reviews in respect of the PVI sector. To liaise with Ofsted regarding any complaints or issues raised regarding EY setting safeguarding, welfare and compliance concerns. |
| **7** | To work with PVI childcare providers (including childminders) to deliver Safeguarding training and to up-date training materials to take account of all legislative changes.  |
| **8** | To work with PVI childcare providers (including childminders) to ensure that they have in place clear management and governance arrangements. |
| **9** | To work in liaison with Early Years colleagues and Ofsted, providing advice and support to new and existing Private and Voluntary sector providers and childminders in relation to inspection and registration issues. |
| **10** | To lead and manage network meetings with the EY sector (including child minders), raising ambition and aspiration for all children. |
| **11** | Ensuring that Early Years childcare providers (including childminders) have undergone a Safeguarding Audit and have the required policies and procedures in place and these policies and procedures are monitored regularly. |
| **12**  | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
| **13** | This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| An Early Years education, social care or child care qualification of minimum NVQ Level 3 or equivalent | Relevant education, child care, social care or Early Years degreeRelevant Management qualification | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of delivering safeguarding and welfare requirement briefings, training, guidance, policy and procedure to EY workforce including childminders | A knowledge and understanding of Halton’s Safeguarding procedures  | Ability to challenge and support improvement in early years provisions, using a range of methods/tools to improve practice | Application / Interview /Assessment |
| Experience of working with vulnerable families and children. | Knowledge and understanding of EYFS and children’s workforce safeguarding and welfare requirements | Ability to interpret and implement national and local policies  | Application / Interview /Assessment |
| Experience of impacting positively upon children’s safeguarding and welfare needs | A strong knowledge and understanding of Early Years pedagogy and practice | Ability to prioritise workload and manage time effectively | Application / Interview /Assessment |
| Experience of working with, challenging and supporting childminders and early years providers and settings | Knowledge and understanding of new registration process and compliance needs for new EY settings and new childminders | To be able to work under own initiative and as part of a team | Application / Interview /Assessment |
| Experience of organising and leading network meetings and training events to update colleagues with new initiatives and legislation | Knowledge and understanding of the SEND code of practice and implementing a graduated approach to meet children’s needs | Ability to work under pressure | Application / Interview /Assessment |
|  | Experience of observing and evaluating practice, identifying areas for improvement, providing feedback and supporting change |  | To have a positive “can do” attitude | Application / Interview /Assessment |
|  | Experience of writing reports demonstrating impact and identifying next steps |  | Good ICT skills including Microsoft office and other computer applications | Application / Interview /Assessment |
|  | Experience of working effectively with multi agency teams |  |  | Application / Interview /Assessment |
| **DESIRABLE** | Experience of analysing data, reporting impact and planning future initiatives to improve quality of settings; compliance and ability to meet all safeguarding and welfare requirements |  | Excellent Training & presentation skills | Application / Interview /Assessment |
| Experience of working within a local authority early years or school improvement team  |  |  | Application / Interview /Assessment |
| Experience of working with families/carers |  |  | Application / Interview /Assessment |
|  | Experience of working with Halton’s Children and Young people’s Safeguarding Partnership and the LADO |  |  | Application / Interview /Assessment |
|  | Experience of sharing learning identified from serious case reviews  |  |  | Application / Interview /Assessment |
|  | Experience of delivering presentations |  |  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
|  The role will involve regular travel across the borough and sometimes further afield. Therefore, the post holder must have a driving licence and access to a vehicle. Where necessary, reasonable adjustments will be made in accordance with the Equality Act.Some weekend/out of hours work may be required to undertake training and other activities |  | Application / Interview /Assessment |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

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