



Job description			
Job title	Early Years Locality Manager		
Grade	O		
Directorate	Children's Services		
Service/team	Early Years Team		
Accountable to	Early Years Service Manager		
Responsible for	Early Years Senior Practitioner and Early Years Health Integration Officer		
JE Reference		Date Reviewed	July 2025

### Purpose of the Job

Knowsley Early Years Service works to build capacity within children, families, and communities through the provision of high-quality accessible universal services and a preventative Early Help offer that will start to break the intergenerational cycles of disadvantage and dependency. Knowsley Early Years will ensure every child grows up in a nurturing environment, with access to public service support helping children to fulfil their potential as they move into primary and secondary education.

The Integrated Early Years Locality Manager will be expected to work with a large degree of independence and significant accountability in collaboration with the other IEYL Managers. The Early Years Locality Manager will be expected:

- To have responsibility for the service offer within one of the three locality areas of Knowsley.
- To have responsibility for the development Knowsley Early Years with a particular emphasis on developing partnerships and integrated working.
- To have direct line management responsibilities for the Early Years Quality Assurance Officer, Early Years Senior Practitioner and Early Years Health Integration Officer or Early Years Volunteer Co-ordinator as well as being responsible for a Thematic Lead within in the Early Years Service and responsibility for key processes to assist the functioning of practice (i.e. Allocation Meetings, Team Meetings).



- To lead on operational areas of the Service Improvement Plan to ensure that all children have access to high quality universal Early Years and Early Years services.
- To ensure the Early Years Service Quality Assurance Framework Processes are developed, implemented and monitored to ensure children and families have access to quality provision and services.
- To provide support, advice and guidance to the Early Years' Service Leadership Team to effectively develop, implement and monitor the Early Years Service Development Plan ensuring the LA's Outcomes Duties are met and children have access to appropriate learning and development opportunities.
- To support good practice across the service and work closely with Early Help colleagues to achieve joint outcomes which are relevant to the monitoring and performance of both services as set out in the Early Help Performance Framework (including Troubled Families Outcomes Plan), the Early Help Quality Assurance Framework, Knowsley Children's Service Improvement Plan and broader strategy for Knowsley.
- To be the Named Safeguarding Officer for the Early Years Service, and as required; attend LADO and LA Strategy Meetings.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To provide line management and supervise to staff based in Knowsley Early Years and other staff as determined by the Service Managers.
2. To manage staff effectively, deploying appropriate and diverse management techniques, leading and supporting the locality team, ensuring compliance with employment.
3. To adhere to regulations, policies and procedures and promoting a healthy working environment.
4. To review policies and procedure regularly to ensure they adhere to local and national recommendations/requirements.
5. To ensure full compliance of safeguarding children procedures and health and safety regulations, taking positive steps to promote safety and prevent accidents.
6. The Integrated Early Years Service Locality Manager will drive forward the achievement of outcomes for families through robust performance



management processes to ensure staff workforce development and training contributes to improved quality, adherence to systems/processes and the retention of highly trained and quality staff.

7. To assist in the management of Knowsley Early Years budget in accordance with KMBC financial procedure rules and support the production of regular financial reports for the Integrated Early Year Service Manager, Early Years Advisory Group, Schools Forum etc.
8. The Early Years Locality Manager, will work independently and in collaboration with the other Early Years Locality Managers ~~contribute~~ to develop locality wide practice and guidance on a broad range of issues to ensure consistent, high quality, safe and effective service delivery across Knowsley.
9. To be the Designated Safeguarding Officer for the locality.
10. To ensure that performance targets are consistently monitored and reviewed and managed within the framework of KMBC priorities for children and families; any relevant Government legislative requirements and objective setting based on local commissioning, strategic imperatives and performance frameworks.
11. To lead local process that review, analyse and (where necessary) seek improvement.
12. Develop innovative ways of engaging and developing services for families who are 'harder to reach' in response to the demands of legislation, guidance, national and local priorities and initiatives such as the National troubled Families Programme.
13. To produce, collect and analyse data to identify priorities and inform service delivery.
14. To support the Service Manager in the collation of analysis of relevant regulatory information (i.e. Ofsted Self Evaluation Form) to monitor and record the outcomes of the Early Years Service
15. Support the Integrated Early Years Leadership team with the facilitation and development of an effective processes for the governance and accountability of Knowsley Early Years to partners and the wider community.
16. To oversee and provide up to date reports to area Advisory Groups and Operational Management groups within the locality and other forums as appropriate.
17. To ensure a varied and effective programme of services for families with children aged 0-5 is delivered via Knowsley Early Years.



18. To have management oversight of the strategy to recruit, train and retain volunteers to support service delivery out of Knowsley Early Years.
19. To liaise regularly with partners in Health to ensure integration in the service offer across localities for families with children aged 0-5. To take forward service responsibility in collaboration with Health in the development of pathways such as: Language and Communication Pathway, 12 month DNA Assessment Pathway and Sleep Pathway to name a few. To regularly review periodically to measure impact and outcomes.
20. Ensure Knowsley Early Years promote healthy lifestyle choices within the local community, emphasising the impact on children and families.
21. To ensure compliance with the Early Help and Early Years and Education systems within Knowsley MBC.
22. To work with Service Managers to develop the processes for allocating support to families identified as needing support by Knowsley Early Years.
23. To liaise and ensure effective integrated working across localities with key partners (i.e. nurseries, Early Help Team, Family First, partners in Health, CSC)
24. Facilitate early identification of and provision for children with special educational needs and disabilities, in line with the SEND code of practice. Provide appropriate support services, based on local need, working collaboratively with multi-agency services both within Knowsley Early Years settings and as outreach within the area, including identification and provision for parents with special education needs.
25. Work with the Integrated Early Years Service Manager to develop and embed a culture of participation and consultation with children and families which informs future service provision and development.
26. Ensure that case management, information and data systems are accurately and securely maintained and updated by all staff and managers.
27. To participate in learning and development activities as required.
28. Fulfil personal requirements where appropriate with regard to organisational policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security, work standards and promotion of the organisation's core values.
29. Abide by the objectives and targets of the organisation, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.



30. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
31. To work flexibly to meet the needs of the service. This will include working from any service base as required as well as some early mornings, evenings and weekend work which may take place in service-users homes. All staff within the service may be required to work across the whole of the Borough.
32. To undertake relevant training to ensure the Council's Emergency Rest Centre (provision of childcare) Plans are effective; and to participate as required in the delivery of an Emergency Rest Centre as directed by Council's Risk and Resilience Manager.
33. Other duties commensurate with the grading of the post as determined by the Integrated Early Years Service Manager.

### **Knowsley Better Together – Staff Qualities**



### **Health and Safety**

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.