

POST TITLE	EARLY YEARS AND CHILDCARE MANAGER
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	SCHOOLS AND LIFELONG LEARNING
RESPONSIBLE TO	SCHOOLS AND LIFELOG LEARNING SERVICE MANAGER – EARLY YEARS
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

In consultation with the Schools & Lifelong Learning Service Manager Early Years and Locality Manager provide professional and management advice to Early Years Centres, Nursery Schools and classes, Partner Providers, and Childcare Services and be accountable for the management, co-ordination and development of the Early Years service in the locality. Ensure that the services meet statutory obligations and required service standards to maximise the potential of children and their families. Contribute to the achievement of the overall aims and objectives of the department and implementation of national policy priorities through effective leadership, consultation and communication.

MAJOR TASKS/JOB ACTIVITIES

Provide line management support to Early Years Centre Managers, Nursery School Head Teachers and other senior early years professionals to ensure continuous professional development to meet high internal standards and external work demands and achieve full potential of the workforce.

Work collaboratively with direct reports, other groups and stakeholders to review, develop and implement service plans to meet the specific outcomes and objectives of targeted Early Years and Childcare Service provision. Have a coordinating role for the range of Early Years services in the locality.

Plan and coordinate Early Years provision within one of the localities/citywide, ensuring adequate places are available for current and future demand in Early Years Centres, Nursery Schools and classes, and Partner Providers.

Manage budgets to ensure the most effective use of resources results in services operating to the required standard.

Deputise for other managers or represent the Schools & Lifelong Learning Service Manager Early Years and/or the Council as required.

Contribute to the preparation and content of reports, strategic plans, other documents, briefings, presentations, Freedom of Information requests, for Council meetings, external agencies, senior officers, including the Council Management Team and the relevant committees as well as business and stakeholder groups.

Implement and monitor standards, policies and procedures in Early Years services which ensure compliance with statutory responsibilities, national legislation and Council policies, aims and objectives.

Contribute to quality assurance requirements providing support and challenge to establishments to identify opportunities for continual improvement and implement the Service Improvement Protocol when required.

Participate in the recruitment and selection process for senior establishment staff as required.

Participate in the resolution of complaints and grievances in line with Council policies and procedures.

Support Quality Development and Best Value reviews of services; HMIE; Care Inspectorate and other external inspection process and ensure resulting improvement plans are developed and implemented timeously.

Monitor Early Years contracts and 3rd party grants as required.

Support the Council's democratic process, including scrutiny, local development committees, meetings of the Council and Elected Members.

KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

The post will require considerable breadth of managerial knowledge and skills beyond their immediate professional area including:

- Extensive knowledge and experience at a senior level of the delivery and management of all aspects of pre-five provision as this applies across the education service.
- Extensive post-qualifying experience at a senior level within the field of social work and/or education in the statutory, voluntary or private sector.

This will usually mean the post holder is qualified to degree level or equivalent in an appropriate professional discipline and will have an additional management qualification or extensive management experience.

Pro-actively recognise issues, problems or opportunities and create relevant options for addressing problems /opportunities and achieving desired outcomes in collaboration with direct reports and relevant stakeholders.

Generate creative solutions in terms of best practice, current initiatives, resources, systems and staff training and advising the direct reports and their teams accordingly.

Respond positively to change by implementing new and innovative relationships to facilitate goal accomplishment.

Balance the demand for services within resources to ensure that services are provided in a cost-effective manner.

The Executive Director and senior staff of Communities and Families, including Head Teachers and other heads of establishments.

HMIE, senior staff in the Scottish Government and in National Bodies including the Care Inspectorate and Education Scotland.

Senior staff in other Education Authorities across Scotland and senior staff in Initial Training Establishments, Universities, external agencies and local businesses.

Contacts will relate to the development and delivery of a major council service and as such will have a wide-ranging impact on budgets, merging services etc.

Deciding and implementing strategies to address areas where performance should be improved.
Identification of areas for improvement and assessment of the nature and level of additional support required to address the issues.

Determining and planning appropriate programmes of support and continuing professional development.

Decisions regarding the presentation of proposals and policy options.

Decisions will have an impact across Early Years services.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

The post holder will manage Early Years Services in a locality/citywide interpreting the changing local and national factors affecting the service.

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities.

Although the posts will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE

Direct line management for a total of 16 staff across Early Years services including: -

- Nursery Schools Head Teachers/Managers
- Early Years Centre Managers
- Development Officers

There will be more than 150 Early Years staff in total across the locality/citywide for which each post holder will have responsibility.

RESOURCES

Responsible for the Early Years Services non-staffing budget within a localities/citywide more than £1 million per annum may be responsible for a designated project budget from time to time to meet strategic objectives.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.
All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
- Co-operating with management and following instructions, safe systems and procedures.
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).

Recruitment person specification

Post being recruited for: Early Years and Childcare Manager

Council behaviours

These apply to all posts

Respect	We're inclusive, we promote equality, we treat people with fairness, understanding and kindness, and we consider others in all our decision and actions.
Integrity	We're open and honest, we take responsibility, we build trust, and we pull together to do what's right for our residents, colleagues and city.
Flexibility	We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning.

Person specification

Category

Essential

Desirable

Experience, Knowledge, skills and understanding

LEADERSHIP

Proven leadership and management experience and expertise within an organisation of comparable scope, size and complexity within the public or private sector.

Ability to provide strong leadership to create a high-performance culture and a clear sense of purpose

Experience of leading and managing relevant or equivalent service in a political environment.

Experience of representing the organisation at national level

STRATEGY AND CHANGE

Developing and driving strategy and policy to deliver sustainable and successful outcomes

Experience of successfully leading transformation of services.

PARTNERSHIP & ENGAGEMENT

Successful partnership working and networking with key stakeholders, e.g. citizens, voluntary sector, business communities, government and public agencies

Experience of leading employee and stakeholder engagement.

COMMERCIAL

Business and commercial acumen to support strategic delivery of professional and support services, including ability to interpret and understand complex financial and budgetary information

LEGISLATION

Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges.

SPECIALIST KNOWLEDGE

High level of specialist knowledge in relation to legislative requirement in early intervention, early-stage curriculum, childcare, staffing ratios etc

	Knowledge and understanding of national early years policies, strategy and ambitions	
Qualifications and training	Educated to degree level or equivalent in an appropriate professional discipline.	A recognised management qualification Registration with a recognised professional association
Job specific requirements	This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.	

Applicants should always check the Job Vacancy for any specific employee specification requirements for the advertised vacancy