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| **Job Description**  **Senior Early Education Advisory Teacher** | |
| **Department: Education and Early Intervention** | **Post Ref:** |
| **Reporting to: Education Effectiveness Manager (Primary)** | **Working Time/Hours: Full time, term time only** |
| **Salary/Grade: L6-10** |  |

**Purpose:**

* To take a strategic role in the planning and delivery of Local Authority Early Years provision for children in non-maintained settings;
* Through partnership working and line management of staff, ensure that all children in the sector have their needs appropriately identified and met, their independence promoted and that they are supported to achieve their full potential;
* To promote knowledge and understanding Foundation Learning across all Wrexham non-maintained settings and ensure that all comply with the national and local requirements;

**Main Duties and Responsibilities:**

* To provide a strategic overview and be directly involved with the development of the local authority’s policy on education provision for 3 year old children in non- maintained settings;
* To lead and manage the Funded Early Education Team and comply with the Council’s policies and procedures in terms of managing staff;
* To have a role in the strategic planning for and allocation of any budgets and/or funding the local authority to support high quality education provision in non-maintained settings;
* To oversee the general organisation, safety and wellbeing of the team, dealing with matters arising in a pro-active way and supporting the team to find solutions to issues.
* To oversee the delivery of an effective annual training programme based on current local and national initiatives, including a leadership programme and an induction programme. To monitor the impact and effectiveness of the training programme and adapt accordingly.
* To monitor the Estyn status of all approved settings and organise additional support where appropriate, e.g. where settings are in a category of follow up. . Prepare documentation for Estyn inspections.
* To ensure the team write accurate annual reports on each settings’ progress towards key performance measures. To lead the team in moderation of judgements in key areas of performance.
* To lead the team in regular updates of the service matrix, support the team to identify strengths and needs in settings and work with the team to allocate the most effective support possible.
* To promote and support effective collaborative working practices and arrangements between stakeholders;
* To develop and have oversight of the delivery of a professional development programme for staff in non-maintained settings across Wrexham;
* To maintain continuous professional development in the field of Early Education and Foundation Learning in order to develop the local authority’s expertise and knowledge.
* To ensure systems are in place to provide guidance, advice, support and expertise directly to Early Years providers to help them ensure that children receive high quality provision and promote inclusive practices;
* To ensure collaborative working systems are in place with school admissions and support teams to plan and prepare for a smooth transition into school for all children who attend non-maintained settings;
* To lead the team and all service practitioners in the importance of early identification of children with additional needs and the completion of current ALN paperwork systems in accordance with the new ALN Code.
* To oversee children’s transitions into and out of the setting across the service.
* To monitor advisory teacher reports, visit documentation, and all other paperwork systems relating to the effective delivery of Early Education.
* To attend Early Years stakeholder meetings and work effectively in partnership with other relevant agencies in order to raise standards for Early Years children.
* To lead on the self-evaluation and action planning process in line with the new non-maintained curriculum.
* To participate in the future procurement of high quality settings and development of new settings to ensure all Wrexham children have an opportunity to access high quality education sessions.

**WREXHAM COUNTY BOROUGH COUNCIL**

PERSON SPECIFICATION

**POST: Senior Early Education Advisory Teacher**

**PURPOSE: The Early Education Lead Teacher will support the development of Foundation Learning practice, implementation of the new non-maintained curriculum and the statutory ALN reforms.**

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| **ITEM** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | Qualified Teacher Status | Evidence of further training in the field of Early Years. |
| **Experience** | Wide experience of working with Foundation Phase age children.  Experience and knowledge of the non-maintained sector. | Experience of delivering training.  Experience of leadership. |
| **Knowledge and Skills** | An excellent knowledge of foundation phase pedagogy and practice, and other relevant learning programmes.  Up to date knowledge of recent curriculum developments, including person centred practice and ALN reforms.  An excellent understanding of child development and learning processes.  Ability to motivate and lead a team to raise outcomes for Wrexham’s youngest learners.  A willingness to be proactive in keeping updated on current and innovative practice within the field of Early Years Foundation Learning and Child Development.  Ability to be flexible, self-motivated, make decisions and work using own initiative to resolve issues.    An excellent communicator and facilitator.  The ability to prioritise, action plan and evaluate, based on local and national developments. | Knowledge of Child Development 0 – 3 years  Experience of working with other agencies.  Previous experience of the link teacher role would be an advantage but is not essential. |