

Job description

Job title: Best Start in Life Advisor
Grade: Dorset Grade 10
Job evaluation reference: EY604
Job family: Education and Youth

Purpose and impact

1. To work with settings to follow a system-wide graduated approach to ensure they can meet the needs of most children through delivery of high quality, ordinarily available provision in early years and later years provision.
2. To provide expertise with early years settings to identify the needs of children planning effective interventions and strategies with others to remove barriers, improve outcomes and improve equity for children and families.
3. To work with early years practitioners to build their capacity to support children and families by sharing tools and techniques that enable our youngest children to thrive and make progress.
4. To meet local authority statutory duties to provide information, advice, and training to childcare providers.

Key responsibilities

5. Supporting a robust system-wide graduated approach aiming to increase a 'family-led decision-making' approach to reduce the need for Education Health and Care Plans.
6. Supporting early years settings through visits, providing information, advice, and training to improve outcomes for all children including those with a special educational need and/or a disability.
7. Some postholders may also do some home visiting and provide extra support to children with long term and complex needs.
8. Enabling children to access their early years entitlements.
9. Supporting early years settings to offer children with SEND their full early years entitlements.
10. Supporting children, families, settings, and schools to be ready for transition to the right place, at the right time.
11. Provide learning and development support for relevant individual children through a combination of individual, and small group work in settings and family hubs.
12. Developing and maintaining relationships with other professionals in the system including neo-natal, health visitors, early years settings and schools for example.
13. Supporting early years settings to write individual plans for children giving guidance for implementing, reviewing, and adapting play and learning opportunities to meet their needs and support development.
14. Using creativity and innovation to expand the workforce development offer to include coaching and modelling specific approaches to develop the graduated approach for both individual children or a cohort.
15. Co-ordinating with locality leads to ensure the Family Hubs group offer is influenced by the needs of families. This will include for example, child development workshops and specific interventions.
16. Contributing to the development of the 0-5 Early Years SEND Pathway as part of the Local Offer.



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17. Establishing and maintaining a locality-based 'Team Around the Setting' with other professionals to support the system-wide approach to ensuring children have the best start in life.
18. Supporting the integrated front door for Children's Services, providing, and accessing advice and guidance related to children in their pre-school-age years.
19. Supporting the system family help offer so parents and carers are fully included in their child's development, their communities, and feel confident in accessing mainstream provision.
20. Contributing to empowerment of families to build connections and develop their own networks of support in their child's earliest years.
21. Some postholders will provide support to those providers judged by Ofsted as 'less than good', not yet inspected or interested in becoming a childcare provider. This might include face-to-face training, virtual meetings, visits, and telephone calls.
22. Supporting the work to ensure 100% of Dorset Council providers are 'good or above' and delivering high quality ordinarily available provision to all children.
23. Contributing to the safeguarding and welfare of children and young people.
24. Entering and maintaining data into relevant systems to ensure the integrity and safe keeping of information.
25. Writing and presenting evidence, reports and presentations to colleagues and partners as required.
26. Lead on specific areas of work to support the delivery of the [Dorset Council Children, Young People and Families Plan](#) e.g., Communication and Language or Physical Development.
27. Be an advocate for specific children in panels and meetings as required.
28. Monitoring and evaluating the impact of support and reporting against strategic key performance indicators.
29. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

30. Reporting to: Locality Team Manager
31. Responsibility for: Providing information, advice, and training to enable children to access their full early education entitlements and childcare through ordinarily available provision in their communities.

Other factors

Resources

32. The content and direction of this work is overseen by the Best Start in Life strategic leads and a matrix-management approach is taken whereby the lead for early years will join professional supervision meetings with the postholder and their line manager.
33. In some cases, the content of our information, advice and training will be steered by local, or national organisations for example the National Portage Association or the National Autistic Society.



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34. In other cases, the postholders will work with partners to create or update advice and training.

Working environment

35. The post holder is responsible for managing their time and travel commitments within the agreed parameters.
36. Travelling across Dorset visiting families, early years settings, school, childminder's homes or to attend meetings. A significant part of this post will be working in early years settings to support the Graduated Approach.
37. Responding to emergency situations for example, should there be an allegation or safeguarding concern raised in an early years setting.
38. There is some evening or weekend work expected to deliver training or workshops.
39. There is a regular requirement for lone working.
40. Hybrid working which includes a combination of working in the early years setting, home working and locality office working is expected. There will be some evening and weekend work as required.
41. Contacts are wide ranging and the postholder will be required to respond to a range of queries and issues, within the remit of the post, where the responses may require the use of judgement and interpretation.

Financial responsibility

42. The post holder is not responsible for a budget.

Other factors

43. An Enhanced DBS check is required.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do, and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/training/registrations	
Required by law, and/or essential to the performance of the role	
1.	Degree qualified (or equivalent) in relevant early years area
2.	Training in early years special educational needs and/or disabilities
Experience	
3.	Significant relevant experience of working with young children e.g., early years setting, EYFS or Key Stage 1 in a school, registered childminder
4.	Leading and managing practice in a childcare setting
5.	Developing creative approaches to improve practice in an early years setting
6.	Writing and delivering training to adults
7.	Leading workshops, events, training, meetings, and presentations in relevant subject matter
8.	Working with a range of childcare practitioners including childminders, childcare on domestic premises, pre-schools, nurseries, and wraparound settings
Skills, abilities & knowledge	
9.	How to support early child development (0-5 years) with children, families and settings
10.	Safeguarding children and child protection procedures
11.	Communicating with parents and other professionals
12.	A commitment to continuing professional development
13.	Relevant legislation and frameworks including Early Years Foundation Stage Statutory Framework , SEND Code of Practice
14.	Understanding of Education Health Care Needs Assessment and an Education Health and Care Plan
15.	Maintaining accurate electronic records using a range of packages e.g., Teams, Outlook, PowerPoint, Excel, and Word
16.	Effective organisation and self-management e.g., prioritisation, time management, record-keeping
Behaviours	
17.	Responsibility
18.	Respect
19.	Recognition
20.	One Team: Collaboration
Other	
21.	Ability to foster good links with a wide range of professional organisations and individuals
22.	Ability to fulfil the travel requirements of the post
23.	Enhanced DBS check is required

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
24.	Certificate of accreditation in basic Portage
25.	A leadership and management qualification, or relevant experience
26.	Adult teaching qualification
Experience	
27.	Experience of supporting children identified as having SEN or complex needs
28.	Experience of using and writing Individual Education Plans
29.	Experience of supporting parents and/or families in a professional capacity
Skills, abilities & knowledge	
30.	Knowledge of specialised teaching techniques or equipment relating to Early Years special educational needs and, or disabilities e.g., Signing or PEIC-D
31.	Relevant Dorset Council strategies and plans e.g., Children Young People and Families Plan 2023-2033
32.	Experience of delivering training to other professionals
33.	Supporting early years settings who are judged 'less than good' at their most recent Ofsted inspection
34.	Supporting individuals and organisations to set up a new early years provision

Approval			
Manager	Principal Lead for Best Start in Life	Date	December 2023

