

EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET, LONDON, EC1Y 8RT
Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: **EARLY HELP ADVISOR**

BASED: **SOMERSET OFFICE - WESTONZOYLAND**

RESPONSIBLE TO: **LEAD EARLY HELP ADVISOR**

RESPONSIBLE FOR: **NONE**

JOB PURPOSE: Working as part of a team you will provide advice, training and support to early years registered providers in Somerset to improve the early help offer to children and families, improving outcomes for children and families.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. Provide individual and clusters of Early Years settings and childminders advice, guidance and support on Early Help and how to work effectively with children and families including children who have English as an additional language, narrowing the gap between EAL learners and their peers.
2. Provide training and learning opportunities for registered early years providers and other partners to develop their skills, knowledge and confidence in working with children and families that have concerns or need advice.
3. Provide information, advice, guidance and practical support to develop inclusive and effective early year's environments that support quality relationships between staff, parents and children.
4. Work in partnership with relevant agencies to promote the consideration of the needs of children and families in all relevant services and strategies looking at how access to services can be improved for this group of children and their families.
5. Developing and encouraging peer to peer support in relation to Early Help and to embed best practice within the County that is shared and disseminated.
6. Identify, disseminate and facilitate the sharing of good practice in relation to meeting the needs of children and families in Somerset, seeking to utilise the wealth of experience within Somerset as well as bring national best practice into Somerset.

7. Promote the service to settings across the County to ensure they are aware of the services available to support children and families. Working collaboratively with other services who support children and families to make best use of scarce resources.
8. To use effective monitoring and tracking systems for this project to ensure the project makes an impact on individual and cohorts of children.
9. To contribute to the development of appropriate resources and information about resources which can be shared with Somerset settings to support them working effectively with children and families.
10. Work collaboratively to promote and celebrate good practice, demonstrating a commitment to quality in all they do. Where necessary have the confidence to challenge poor practice which does not achieve good outcomes for children and families.
11. Develop your expertise and keep up to date with best practice so registered providers can utilise those skills and knowledge in the role, modelling best practice to settings.
12. Work in a flexible and responsive way to emerging issues. Be willing to lead and support specific focused pieces of work or projects as appropriate.
13. Any other tasks that are commensurate with the level and scope of the role as directed by the Line Manager.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION

Essential Criteria

Qualifications

1. Possess a NVQ 3 in childcare or equivalent as a minimum.
2. Maths and English GCSE or equivalent.

Knowledge

1. Demonstrable understanding of:

- Somerset Early Help strategy
- Somerset Safeguarding Children Partnership and associated guidance
- Early Help Assessment
- EYFS 2025
- Early Years SEND code of practice
- Somerset Local Provider Agreement
- The Data Protection Act 2018 and GDPR

2. In depth knowledge of the needs and challenges of all the different types of providers within early years in identifying and meeting the needs of children and families that would benefit from Early Help.
3. Current knowledge of issues of policy, practice and research in relation to the needs of children and how they can best be supported within the settings, utilising a range of strategies to support them.
4. Demonstrable understanding of effective ways to facilitate learning.
5. Knowledge of recent developments in learning /teaching.

Experience

1. Working in a similar role or working within a setting which demonstrates best practice in relation to Early Help including the needs of EAL children.
2. Proven experience of providing advice and guidance to settings or of mentoring and supporting other settings as a practitioner, helping them develop inclusive practice and effective early years environments.
3. Experience of self-evaluation within a setting or settings and/or experience of supporting settings to self-evaluate and/or evaluation techniques.
4. Experience of working with parents in support of the needs of their children and in particular engaging parents that are less easy to engage.

Skills

1. Networking and building effective relationships.
2. Highly developed communication skills using a variety of media, including report writing, workshop delivery and action plans.
3. Highly organised, able to use time effectively.
4. Ability to motivate, persuade and influence.
5. Sound professional judgement based on an ability to analyse and evaluate and provide appropriate advice.
6. Able to plan and manage own workload, prioritise and work with minimal direction.
7. Excellent IT skills – able to use Microsoft Office suite of programmes or similar.

8. Ability to create systems for monitoring and evaluating services and using data effectively to focus on tasks which are most effective.

Desirable Criteria

1. Knowledge and understanding of the Early Help Strategic Commissioning Board priorities
2. Knowledge and understanding of the national curriculum
3. A recognised adult teaching qualification e.g. PTTLS, City and Guilds 7307, Cert Ed, PGCE, and experience of delivering training courses and/or workshops.

TERMS & CONDITIONS:

Grade: 3A

Salary: £18,351.23 - £20,746.22 per annum (pro rata for part-time)

Hours: 32 hrs / Term time - 39 weeks

Allowance: Essential Car User's £748 per annum (pro rata for part-time)

Annual Leave: 25 days + bank holidays pro-rata

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.



Name of Post holder:

Signature:

Date: