



LONDON BOROUGH OF MERTON

Children, Schools and Families DEPARTMENT

JOB DESCRIPTION

POST TITLE: Team Manager Continuous Improvement and Quality Assurance

Grade: MGB

DIVISION/SECTION: Early Years, Childcare and Children's Centre Service,

Location: Civic Offices

Responsible to: Service Manager

Responsible for: Staff – up to 20 (multi disciplinary)
Working with a range of partners (early years providers – up to 500 early years sector statutory partners including health, schools, Adult education/JCP, CVS)
Budget – service monitoring of up to £4,000,000
Governance structures/ Children's Centre Locality Advisory Boards –

Post number:

Date: June 2014

1. MAIN PURPOSE

1.1 To be responsible for key aspects of the Childcare Act 2006, specifically, but not exclusively:

- Section 1- to improve the wellbeing of young children and reduce inequalities between them
- Section 3 to secure that early childhood services are provided in an integrated manner outcomes (with partners) of children under 5 and reduce inequalities – via good quality Children's Centres and good quality EYFS education (see core purpose and EYFS statutory guidance)
- Section 4 to ensure that there are working together agreements in place with statutory partners Job Centre Plus and Health for improving the well being of children
- Section 5C – To ensure Children's Centres are within the remit of a n advisor board, its make up and purpose
- Section 5D To ensure there is consultation before any significant changes to Children's Centres

- To broker delivery of other commissioned services via Children's Centres underpinned by robust partnership agreements and /or memorandum of understanding
- Section 13 : information, advice and training to childcare providers (direct work)

1.2 To ensure that the borough's Children's Centre programme has robust strategic oversight, is co-ordinated and delivered strategically, is quality assured/audited, has effective governance structures/leadership and management and meets agreed performance targets and outcomes to achieve at least a good in an Ofsted inspection (role of the Local Authority)

1.3 To be responsible for the development and implementation of underpinning frameworks, continuous improvement, performance management, protocols, service agreements, good practice guidance and strategies to ensure that the statutory duties are met

1.4 To work as part of the Early Years, Childcare and Children's Centre service senior leadership team in the delivery of a range of early childhood services, pilots and projects to improve the well-being of young children and reduce inequalities between them

1.5 To deputise for the service manager

1.6 To be the strategic lead for EYFS/EYFSP in liaison with Merton School Improvement team, supporting the moderation and school readiness agenda

2. Main Duties and Responsibilities

2.1 To lead on the commissioning/contracting and/or co-ordination/delivery of services and advice in the following specialist areas:

- Children's Centres
- Multi Agency Partnerships – JCP, health, schools, early years
- Quality (audit) and Continuous Improvement (early years education/childcare and Children's Centres)
- Early Years Foundation Stage and Profile (PVI)
- Delivery of information, advice and training (direct work)
- SEN and safeguarding (including staff allegations)

2.2 To provide expert knowledge in the areas identified above to inform service development through research and evidenced based practice and quality improvement to meet the requirements of statutory duties

2.3 To ensure that the borough's Children's Centre programme has robust strategic oversight, is quality assured/audited, has effective governance structures/leadership and management and meets agreed performance targets and outcomes to achieve at least a good in an Ofsted inspection (role of the Local Authority). This includes attending all Local Advisory Board Meetings

2.4 To lead on the implementation of the suite of quality assurance/audit tools for Children's Centres ensuring that the Local Authority can evidenced improved outcomes through its Children's Centre programme which represents value for money and evidence long term sustained impact

2.4 To develop service specifications for the Children's Centre localities which are measurable, transparent, accountable, outcome focussed and represent value for money

2.5 To ensure that all aspects of continuous improvement, quality assurance/audit, service development are underpinned by research and evidenced based practice and can show impact in terms of children's well being and the reduction of inequalities in children's outcomes

2.6 To undertake monitoring of provision ensuring compliance with the local service specifications/continuous improvement frameworks, quality assurance/audit and the statutory requirements including SEN and safeguarding policy/legislation

2.7 Where agreed outcomes are not achieved to provide appropriate advice, guidance and challenge to ensure compliance with service agreements/terms and conditions and statutory guidance/codes of practice

2.8 To support and facilitate the involvement of providers and service users to ensure that their views inform decisions and the shaping of service delivery

2.9 To contribute to the development of the local market via capacity building multi agency working and partnership development with the local sector, regional and national partnerships

2.10 To work with the sector to deliver advice, support and training that is evidenced based, meets legislative requirements and is focussed on:

- Meeting the needs of EYFS
- Meeting the needs of children with SEN and disabilities, vulnerable and disadvantaged children
- Effective safeguarding children and child protection

2.11 To manage a multi-disciplinary team of advisory staff, supporting providers in the delivery of early education, childcare and Children's Centre Services in order to improve the quality of provision to secure improved and sustained outcomes for children

2.12 To work in partnership with the sector to ensure there is sufficient early years provision/children's centres that are Ofsted graded good in order to meet the statutory requirements and reduce inequalities for children and their families

2.13 To work within the safeguarding and Merton Well Being frameworks, and ensure that policies are promoted and adhered to at all times

3. GENERAL – Senior Managers (ME 11 and above)

1. To ensure all services are delivered within the parameters and desired outcomes for the Council's priorities and key performance indicators. This includes embedding the LEAN processes and Information Boards into every day working practices.

2. Lead and develop strong, forward thinking partnership arrangements with external bodies from the public and private sector locally, regionally and nationally to engage others in supporting, improving and sustaining inclusive quality early years and childcare practice which impacts positively for young children and families, targeting resources as identified
3. To line manage staff including overseeing recruitment, induction support and supervision and appraisal. (where appropriate).
4. To manage budgets and resources in line with financial regulations, finance policies and procedures ensuring value for money and securing efficient and cost effective use of all resources
5. To effectively monitor, evaluate and review service information/data, and service user feedback to improve and inform service delivery and priorities
6. To work in a systematic and process driven way, ensuring opportunities for self serve/channel shift and efficiency of resources
7. To carry out duties and responsibilities in accordance with the Council's Core Values, Equal Opportunities Policy, Safeguarding, Health and Safety Policy and all other borough and departmental policies and procedures, in particular the non-smoking policy and confidentiality in line with the Data Protection Act.
8. To use computers, specified databases, and other ICT in the normal performance of the duties of the post. To champion data quality in the Department, proactively appraising data produced by the Department for robustness, ensuring that data quality issues are addressed and corporate requirements are met, as set out in the council's Data Quality Strategy.
9. To brief line manager on all matters which are likely to be subject to publicity whether positive or negative.
10. To keep up to date with new developments in appropriate fields, attend training and supervision sessions and contribute to workshops, seminars and conferences.
11. To work flexibly and to undertake any other duties commensurate with the post as required by the Head of Division and or Director of Children, Schools and Families.

FUNCTIONAL LINKS

Statutory, PVI and Third Sector partners that form the Children and Young People's Workforce.

Schools

Ofsted

Merton Council Adult Services who work with those adults considered to be the most vulnerable in the community.

OTHER RELEVANT MATTERS

Will be required to work very occasional Saturdays and evenings (on average 5 a year) to meet the needs of the service for which time off in lieu will be negotiated

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PERSON SPECIFICATION

POST TITLE:

Grade:

DIVISION/SECTION:

Location:

Responsible to:

Responsible for:

Post number:

Date:

Experience / Qualifications / Skills / Knowledge:

1. Degree qualified in a field relevant to work with children and families (e.g. Early Years, Education, health)
2. Experienced in the direct delivery of child development /early years training and a relevant training qualification (ie PTLLS) or a commitment to gaining a qualification once in post

3. Extensive post qualifying experience in direct service delivery in early years, childcare and children's centre services (Must include 0 – 5s and their families within integrated/multi-agency provision)
4. Excellent understanding (both academic and practical) of relevant, evidenced based practice, in improving outcomes for children in partnership with parents
5. Relevant senior management, staff, budget, commissioning and project management experience and an ability to deliver complex projects on time and on budget
6. Excellent understanding of the range of legislation and initiatives that underpin education, childcare, health and early intervention for young children and their families
7. Experience of direct delivery of Continuous Improvement Programmes in settings (eg, ECERS, local models) that impact on service change and improved quality
8. Ability to develop frameworks/tools/strategies that impact upon sustained change for settings and improve the quality of provision through partnership working.
9. Proven skills in working in partnership with a variety of stakeholders/commissioned partners to improve outcomes for children, maximise resources and monitor performance
10. Ability to collate, interpret and analyse data from a variety of sources write reports, make recommendations and use data to inform service delivery and improvements
11. Excellent communication and interpersonal skills, good negotiation, persuasion and organisational skills.
12. Ability to work under pressure and meet tight deadlines (retaining precision in the process).
13. Ability to travel around the borough, work flexibly to include evenings and weekends

June 2014