

JOB OUTLINE	
JOB TITLE: Service Manager - Early Years	JET CODE: 7592
SERVICE: Education and Children's Services	
DIVISION: Education and Children's Services	
REPORTING TO: Head of Education / Head of Children's Services	
RESPONSIBLE FOR: Early Years & Childcare Service	
<p>JOB PURPOSE:</p> <p>To ensure the co-ordinated management and delivery of an effective and efficient holistic Early Years' Service focussed on Getting it Right for every child in East Lothian.</p> <p>To support the Council's Head of Education, Head of Children's Services and Executive Director of Education and Children's Services to build and maintain high standards of care and service provision across all aspects of Early Years and Family Support.</p> <p>As part of the Education and Children's Services senior management team, provide strategic and operational leadership, vision, advice and effective management to the Council for all aspects of Early Years and Family Support, designing and delivering the service planning and improvement relating to all Early Years' services including schools and Early Learning and Childcare settings across Local Authority, Private and Third Sector environments in line with local and national legislation and guidance.</p> <p>The post holder will assist both Heads of Service in improving outcomes for children and families, strengthen support for all children and families across the ELC public, private and voluntary sectors and have lead responsibility for the process of providing support and challenge to secure continuous improvement in Early Learning and Childcare across schools and settings. The post holder will have lead responsibility for the development and the coordination of effective family support services across East Lothian, working in partnership with health, the third sector and children's social work services.</p>	
<p>Key Result Areas:</p> <p>To develop the joint Education and Children's Services Early Years workforce enabling staff to be trauma-informed and have the resilience to operate in a continually changing environment and maintain high standards of performance.</p> <p>To contribute and/or lead on Council wide projects resulting in successful implementation.</p> <p>To work in partnership with statutory and third sector partners to develop whole family approaches to early years services.</p>	

To be accountable for effective change management within the Service.

East Lothian Way – reinforce the behaviours we expect from our managers to;

- Be the best we can be.
- Work together.
- Initiate & embrace change.
- Make things happen.
- Customer focused.

As part of the extended Council Senior Management Team, responsible for effectively and successfully implementing key Council objectives, as set out in the Council Plan and Single Outcome Agreement.

To display strong leadership qualities in leading, managing and planning operations of the service ensuring high performing teams and delivery of high quality services.

To ensure that a culture of performance management and continuous improvement is embedded within the Service and throughout East Lothian Council.

To be accountable for effective budget planning, implementation and management in assisting not only the Service, but the Council in ensuring the most cost effective delivery of services within the statutory duties and policies of the Council.

Work effectively within the political dimension.

Maintain awareness in national policy, best practices and new techniques and to be conversant with all relevant legislation in order to ensure that the Council's policies and practices conform to statutory provisions.

Develop and sustain effective external relationships, appropriate partnerships and strategic alliances in pursuit of the Council's interests.

Promote equality and diversity in employment and in access to services.

Promote the transfer of skills, knowledge and understanding to staff, internal customers and suppliers wherever possible.

Principal Responsibilities:

- Support the Council's Executive Director of Education and Children's Services, Head of Education and Head of Children's Services to develop a sustainable and holistic Early Years and Family Support service focussed on Getting it Right for Every Child, and support the delivery of high quality provision.
- As a member of the Council's extended Senior Management Team, contribute to the successful delivery of the key Council's objectives.

- To be a highly effective leader, ensuring the provision of a high quality Early Years' Service by setting quality standards in line with local and national legislation and guidance.
- As a member of the Education and Children's Services Management Team, identify and ensure delivery of agreed objectives, plans and targets aligned to the wider Council Plan and strategic objectives.
- To display exceptional qualities in leading, managing and planning operations to deliver a high quality Early Years' service, aligned to local and national legislation and guidance, for all Local Authority and funded provider settings.
- To develop the Early Years' workforce working across Education and Children's Services, enabling staff to have the resilience to operate in a continually changing environment and deliver continuous improvement, promoting the values and requirements within the Council plan and service objectives.
- To be accountable for effective change management within Education and Children's Services, and lead and support the development of skills which will promote and assist the Council to transform service delivery, and deliver the highest quality Early Years provision.
- To promote continuous improvement and support effective decision making through robust self-evaluation processes and develop, maintain and deliver on Early Years Improvement Plans in accordance with legislative duties and key drivers
- Lead the Early Years Team working across Education and Children's Services to support the external inspection process by Education Scotland and the Care Inspectorate across all ELC settings within local authority and funded provider settings.
- Develop, implement and act on performance monitoring and quality assurance systems across local authority and funded provider Early Years settings, which include stakeholder feedback and with Early Years line managers and staff, identify priorities and areas for improvement.
- Develop, promote and lead on embedding a culture of support and challenge to ensure continuous review and development across Early Years services and seek new initiatives and developments to benefit the Directorate and the Council.
- Manage the resolution of parental enquiries and complaints including Councillor enquiries and FOI requests as they relate to Early Years
- In collaboration with key stakeholders, coordinate responses to national educational exercises with the Scottish Government, Education Scotland, Care Inspectorate, COSLA, ADES and other relevant bodies.
- Promote collaborative working with council staff and internal and external stakeholders and ensure the delivery of high quality Early Years' services

- Work effectively within the political dimension through communication, negotiation and influence of a wide range of partners, including senior managers from internal and external services, Elected Members, Trade Union officials, staff and service users in line with Early Years provision.
- Maintain an overview of the national policy agenda for Early Years and have lead responsibility for formulating and monitoring identified Education and Children's Service policy matters, strategic plans and operational to ensure that the Council's policies and practices conform to statutory provisions.
- Develop and sustain effective working relationships with all internal and external stakeholders in pursuit of the Council's interests.
- Support high quality service delivery through the provision of professional leadership and guidance relating to the statutory, regulatory, strategic and operational issues relating to Early Years including Care Standards and SSSC and research on effective practice.
- Contribute to the development of a Best Value Council by active participation in initiatives across the Council.
- Ensure that both the Head of Education and Head of Children's Services are appraised of performance and of emerging issues and seek direction or support as and when appropriate.
- Carry out other duties appropriate to the post as and when required.
- Undertake professional development as may be deemed necessary to meet the duties and responsibilities of the job.
- You will be a highly effective communicator and team player, a strategic thinker, an experienced manager, and you will be able to evidence improved outcomes for children and families. You will use your record of success to champion and embed opportunities for all children and young people, within Council and partnership systems and arrangements.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to degree level or equivalent and/or substantial level of relevant knowledge/training/experience.
- Previous experience of managing and leading a team.
- Evidence of working in an Education/Childcare management role;
- Evidence of career-long professional development.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- **SSSC registration** is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration as soon as possible and this must be **achieved within six months of your start date**.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>Educated to degree level or equivalent and/or substantial level of relevant knowledge/training/experience.</p> <p>Evidence of Career-Long Professional Development</p> <p>This role requires PVG clearance for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.</p> <p>SSSC registration is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration as soon as possible and this must be achieved within six months of your start date.</p>	Registration with GTCS/SSSC
Previous Experience (Paid & Voluntary Work)	<p>Previous management experience.</p> <p>Evidence of working in an Education/Childcare Services management role.</p> <p>Experience of leadership, demonstrating strong interpersonal skills</p> <p>Proven ability to manage conflicting priorities and workloads</p> <p>Evidence of successful change management.</p>	<p>Experience of working in a local authority or public sector body</p> <p>Experience of working in a political environment</p> <p>Experience of designing and delivering professional development opportunities for staff</p>

Knowledge/ Skills /Competencies	<p>Ability to assess and communicate complex or technical issues effectively.</p> <p>Understanding of current Education challenges facing the public sector including proposed legislative changes, and awareness of the strategic impact for the Council.</p>	
Personal Qualities	<p>Strong Leadership qualities, with the ability to lead and plan work across the team.</p> <p>Personal integrity and confidentiality.</p> <p>Excellent level of numeracy and literacy, accuracy and attention to detail.</p> <p>Drive & commitment to improving services</p> <p>Ability to plan & prioritise conflicting demands.</p> <p>Well-developed communication skills including ability to; listen; influence / negotiate, write clear and fluent reports; and encourage a culture of open communication</p> <p>Innovative and forward thinking, developing a culture of organisational change.</p> <p>Problem solver and decision maker</p> <p>Personal resilience and drive to see projects through to completion.</p>	
Council Behaviours	<p>We are Customer Focussed</p> <p>We Initiate and Embrace Change</p>	

	<p>We Strive to be the Best we can be</p> <p>We Make Things Happen</p> <p>We Work Together</p>	
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