
CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Children's Services	SERVICE GROUP: Intelligence and Sufficiency Service
POST TITLE: Strategic Early Years and Sufficiency Manager	REPORTS TO: Head of Service – Intelligence and Sufficiency
GRADE: PO6	SAP POSITION NUMBER : 50209555

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

Key Purpose of Post:

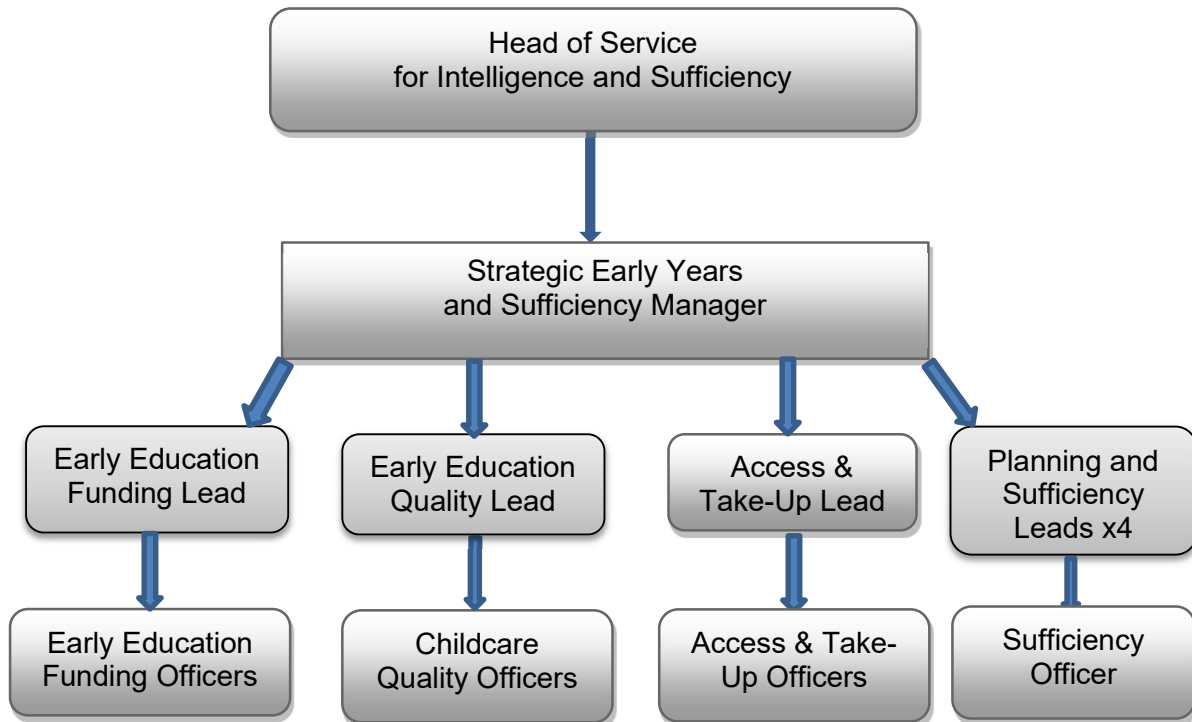
- 1) To oversee the strategic planning and creation of 0-16 Learning Places, including places for children with Special Education Needs and Disabilities. Ensuring the teams adhere to sufficiency statutory functions set out in partnership with the DfE.
- 2) To oversee the distribution of Early Education Entitlement Funding and ensure correct funding procedures and policies are followed by early education and childcare providers and that robust and accurate financial records are maintained, providing professional financial advice as required, in partnership with the Education Skills and Funding Agency.
- 3) To oversee the development, promotion and monitoring of high quality childcare and early education, ensuring the highest possible standards of quality through a vigorous support and challenge approach as detailed within the quality improvement arrangements in line with the latest EYFS Ofsted framework.

Main Responsibilities of Post:

- 1) To deputise, as required for the Head of Service – Intelligence and Sufficiency
- 2) To manage a team of officers responsible for the Sufficiency of 0-16 places including SEND, Early Education Funding, Early Years Quality and Take-Up.
- 3) To oversee statutory duties around the sufficiency of mainstream and specialist school places, including the completion and quality checking returns to the DfE.
- 4) Providing direction and support to the Early Education Funding Lead around Funded Early Education Entitlement (FEEE) and finance processes, ensuring that all elements of these processes (including statutory returns) are completed according to statutory deadlines.
- 5) To oversee and quality assure the management of Early Education Entitlement Funding and accounting matters, responding to queries, problem solving and liaising with senior officers in other Council Departments PVI providers and schools.
- 6) To deliver accurate policy briefings and data, information and financial modelling, in order for senior managers and providers to take informed decisions on planning and funding issues. Representing the service at specific working groups and building on the partnership and collaboration working of the service.
- 7) Support the HoS in ensuring consistent and effective partnerships both internally and externally and manage the cross dependencies between other council services. Identify other establish engagement between other partners and agencies to support service priorities and ensure improve outcomes for all children and young people.
- 8) Support the development of strategies around SEND place planning, working with sufficiency leads, SEND services and schools to develop projects in a timely manner that create sufficient places for specific needs for all children with an EHCP
- 9) Take a lead role in the rollout of government funded early education programmes, ensuring sufficient place creation strategies are aligned to the market needs. Develop budget monitoring to ensure capital and revenue funding is utilised in a cost-effective way and reported to HoS and DfE.
- 10) To oversee a range of strategies for quality improvement to assist early education childcare settings in providing high quality services, including working alongside practitioners to model good practice, offering support and advice, facilitating access to resources and training, promoting quality in line with the latest EYFS Ofsted framework.
- 11) Report on service plan priorities, ensuring teams within the I&S service are clear on responsibilities and monitor outcomes, to feed into a wider Education and Learning plan.

- 12) Oversee the planning and production of the teams sufficiency strategies and plans for Early Years and Childcare, primary and secondary mainstream planning and SEND. Working closely with team leads to review and develop new ideas of producing the plans, incorporating more infographic and digital platforms, that are useful and effective for the audience.
- 13) To effectively engage with a range of partners, including Head Teachers, Governors, PVI owners, DfE representatives and senior leaders in the Council.
- 14) To oversee audits of funded providers to ensure effective use of public funding through contractual arrangements and in accordance with the regulations.
- 15) To carry out any other duties, and to assist other staff in the performance of their duties, as may be required, which are reasonable in terms of the nature and level of the post.

Structure:



Special Knowledge Requirement:	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
	Essential
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level. The person must be able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously, almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	X
Carries out the working practices, procedures and basic operations within the context of the public sector with a considerable depth of knowledge of Multi Academy Trusts, schools and early education and childcare settings	X
Identifies risks and establishes appropriate strategies to counter them.	X
Uses a range of specialist ICT systems across own work area and or across other areas of work.	X
Demonstrates expert knowledge of schools and early education and childcare finance and funding with the ability to deliver high level advice on all financial issues.	X
Generates innovative ideas and practical solutions to complex financial problems.	X
Promotes, leads and implements change to improve processes and increase productivity	X
Relevant experience requirement: Will be used in shortlisting	
Extensive (minimum 5 years) relevant experience of:	
<ul style="list-style-type: none"> • Analysing, interpreting and presenting complex data sets to a wide range of audiences • Using complex data to support the planning, formation of policy and critical decision making around 0-16 place planning and SEND 	
Able to demonstrate effective partnership building and cross service working between other council services, such as Education Safeguarding, Admissions, School Improvement, SEND Service and Client Services	
Able to demonstrate effective external relationships with Headteachers/CEO's/RSC/DfE in partnership with Schools/Academies, PVI Sector, Health Services and other agencies to improve outcomes for all children and young people and ensure the best start in life.	
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.	
Experience of working in a multi-agency environment. Understands and is able to interpret current legislation and ensure relevant Government/DfE statutory requirements are met.	
Recent and substantial experience of leading and delivering projects at a senior level within a large multifunctional public service organisation and regulatory framework	
Experience of communicating detailed information, sensitively and in an appropriate manner which considers the diverse needs of the districts children, young people,	

families
Working with financial responsibilities, in a senior position, compiling and monitoring budgets
Knowledge of how childcare providers operate, and experience of working with all types of providers to ensure sustainability of provision and sufficiency of places.
Experience of managing staff
Relevant professional qualifications requirement: Will be used in shortlisting
Educated to degree level or be able to evidence significant experience and achievement in a related role
Carries Out Performance Management – covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.
Management Competencies: to be used at the interview stage.
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes.
Applying Project and Programme Management Our managers work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals.
Working Conditions:
<i>Must be able to work evenings, weekends and bank holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.</i>
Special Conditions:



You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
Compiled by:	Grade Assessment	Post Grade: PO6
Date:	Date: January 2022	