

## JOB DESCRIPTION

<b>Job Title</b>	Early Years Support Officer		
<b>Directorate</b>	Education		
<b>Reporting to</b>			
<b>Grade</b>	13		
<b>Evaluation ref:</b>	TR0037	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
<p>This role is responsible for supporting the development and implementation of early years education strategies and policies. This position involves working closely with the Education Relationship Manager to ensure that early year's settings across the council are providing high-quality education and care. The role includes offering guidance and support to early years practitioners, monitoring the effectiveness of early years programmes, and ensuring compliance with relevant legislation and standards. The post holder will also collaborate with parents, carers, and external agencies to support the holistic development of children in early years settings. This role requires a deep understanding of early childhood education, excellent communication skills, and the ability to work collaboratively with a range of stakeholders to promote the best outcomes for young children.</p>			
<b>Accountabilities</b>			
<ul style="list-style-type: none"> <li>• Support the development and implementation of early years education policies and practices.</li> <li>• Provide guidance and support to early years practitioners on best practices.</li> <li>• Monitor and evaluate the effectiveness of early years programmes and initiatives.</li> <li>• Ensure compliance with relevant early years legislation and standards.</li> <li>• Collaborate with parents, carers, and external agencies to support children's development.</li> <li>• Assist in delivering training programmes for early years staff.</li> <li>• Support the identification and assessment of children with additional needs.</li> <li>• Promote a culture of continuous improvement within early years settings.</li> <li>• Provide regular reports to the Education Relationship Manager on the progress and effectiveness of early years initiatives.</li> <li>• Manage and allocate resources effectively to support early years programmes.</li> <li>• Develop and maintain strong relationships with early years providers and other stakeholders.</li> <li>• Support the transition of children from early years settings to primary education.</li> </ul>			
<b>Knowledge / Experience / Skills</b>			
		<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>			

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Understanding of early childhood education principles and practices.	x	
Knowledge of relevant early years legislation and standards.	x	
Understanding of child development and learning theories.	x	
Awareness of current research and best practices in early years education.	x	
Knowledge of safeguarding and child protection policies.	x	
Familiarity with early years assessment tools and techniques.	x	
<b>Experience</b>		
Experience in an early year's education setting.	x	
Experience in developing and implementing early years policies and practices.	x	
Experience in delivering training and professional development to early years staff.		x
Experience in working with children with additional needs.		x
Experience in collaborating with early years settings, parents, carers, and external agencies.	x	
Experience in monitoring and evaluating early years programmes.	x	
<b>Qualifications / Registrations / Certifications</b>		
Relevant qualification in early childhood education or a related field	x	
Training in safeguarding and child protection.	x	
Additional qualifications in special educational needs (SEN) or early years leadership.		x
Professional development courses in early years education.		x
<b>Skills</b>		
Effective communication and interpersonal skills.	x	
Strong organisational and time management skills.	x	
Ability to develop and implement effective policies and strategies.	x	
Strong analytical and problem-solving skills.	x	
Ability to work collaboratively with a range of stakeholders.	x	
Proficiency in using ICT and early years assessment tools.	x	

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<b>Working Conditions</b>
<b>Dimensions of the role</b>
<b>Working Arrangements</b>
Somerset Council's dynamic Working Strategy will be applied to this position.
<b>Corporate Accountabilities</b>
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: