

## Early Years and Childcare Service: roles and responsibilities

**Early Years and Childcare Service**  
**First Floor West**  
**Wildwood**  
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**Worcester**  
**WR5 2NP**

e-mail: [eycc@worcestershire.gov.uk](mailto:eycc@worcestershire.gov.uk)

Provider Help Line : 01905 822672

### Service Manager – Early Years and Childcare (EYCS)

- Accountable for the work of the EYCS and those officers who work on behalf of Worcestershire Children's Services.
- Leads the strategic direction of the Service ensuring that early years and childcare is embedded in appropriate policies and procedures within the 0-19 agenda.
- Works within the Learning and Achievement portfolio highlighting the importance of high quality early years and childcare provision in raising achievement and improving life chances for all children.

Service Manager: 01905 728913

### Nursery Education Funding Project Manager (NEF PM)

- Provides support and guidance to all childcare providers who offer 2, 3 and 4 year old funding.

2 Year Old Funding/3 & 4 Year Old Code of Practice queries : 01905 822682

- For queries regarding 3 & 4 year old payments and on-line funding system please contact Schools Finance Team : 01905 766267 or [sft@worcestershire.gov.uk](mailto:sft@worcestershire.gov.uk)

### Business Support Officer (BSO)

- Provides business support to any childcare provider. The BSO can provide training on and/or the creation of a business plan and cash flow forecast, as well as other financial forecasts and will discuss and provide advice and guidance on general management concerns, marketing activities and personnel issues.

Contact : 01905 822672

## **Early Years and Childcare Service: roles and responsibilities**

### **Operational Manager – Quality Assurance**

- Supports all aspects of quality assurance and safeguarding in early years and childcare settings
- Manages and supports team managers to deliver through their teams, effective high quality services which support all aspects of the Early Years Foundation Stage
- Monitors and supports performance of early years and childcare settings through the collection and analysis of, and response to national and local data
- Key partnership link with NHS colleagues to support understanding of practice and planning, to optimise support for children and families.

Contact : 01905 765789

### **Team Manager – Quality Improvement (North and South)**

- Manage a team of Improvement Advisors, with a range of individual specialisms.
- Manage and co-ordinate the support for childcare settings to ensure that childcare places meet the required standards of regulation and inspection.
- Ensure that quality support is available, targeting resources to those settings in greatest need.

Contact : 01905 822672

### **Early Years and Childcare Improvement Advisor**

- Have responsibility for an allocated caseload, including a range of early years and childcare settings, and support them in meeting the required standards of regulation and inspection.
- Ensure children have access to high quality provision appropriate to their age and stage of development.
- Retain a focus area and use this to support the development of other team members, and in settings where the need for additional support is identified.

Contact : 01905 822672

### **Operational Manager – Learning and Development**

- Strategic lead on the continuous development of learning in all early years provision across settings and schools in Worcestershire, ensuring all children aged 0-5 in all settings have equality of access to consistently high quality opportunities to learn and achieve.
- The link person between Early Years and Childcare and School Improvement service areas, supporting communication of relevant information.
- Responsible for gathering and analysing Early Years Foundation Stage Profile (EYFSP) data for future planning.

Contact : 01905 822680

## **Early Years and Childcare Service: roles and responsibilities**

### **Quality Monitoring Officer**

- Acts as the point of contact regarding quality indicators for the Early Years and Childcare Service and to compile this information into a meaningful format to inform service planning.
- Develops and maintains systems that ensure the quality of information gathered fulfils the data requirements of the Department for Education and the Local Authority.
- Responsible for ensuring data held by the Early Years and Childcare Service is correct, current, held securely and complies with the regulations set out in the Data Protection Act.  
Contact : which number as he is moving to M Lamberts team

### **Local Partnerships Groups Co-ordinator**

- Provides support and guidance for established Local Partnership Groups. Monitoring the quality of meetings, attendance, highlighting common issues.

Contact : 01905 822663

### **Learning and Teaching Advisor - Early Years**

- Provide support and guidance on learning and teaching for all settings and schools 0-5.
- Provide school and maintained nursery support.
- Create and deliver training for all settings and schools 0-5.
- Support planning and assessment including EYFSP.

Contact : 01905 822672

### **Inclusion Co-ordinator**

- Manages the Inclusion Team, including the Portage Service, Special Support Assistants and SEN Improvement Advisors.
- Manages and co-ordinates the team to ensure childcare settings are supported in providing high quality inclusive practice to children with special needs and disabilities.
- Oversees the Inclusive Practice Funding Panel where childcare settings can access support to increase their staff ratios to support inclusive practice.

Contact : 01905 822685

### **Special Support Advisors**

- Support all early years and childcare settings with children between the age of 0-19.
- Provide advice and guidance on how the setting can support an individual child's holistic development.
- Support further development of the settings inclusive practice.
- Provide support with paperwork, including Individual Support Plans, Individual Educational Plans, Risk Assessments and Health Care Plans.

## Early Years and Childcare Service: roles and responsibilities

- Support with the transition of children into school.
- Model best practice to settings on aspects of working with a child with additional needs.
- To provide the Listen and Learn Workshop to settings, focusing on the base line skills required for learning.

Contact : 01905 822685

## SEN Improvement Advisors

Support early years and childcare settings who care for children who are known to the pre-school forum, and who may be going through the statementing process. They will support the setting for one year prior to the child starting school. They provide advice and guidance on:

- Paperwork requirements for the statementing process.
- Link between early years and childcare settings and the Pre-school Forum.
- Support with the transition of children into school.
- Support the development of the settings inclusive practice.
- Provide or signpost to training and workforce development opportunities.

The inclusion team can also allocate **funding** to early years and childcare settings to contribute towards an increase in the staffing ratios' in order to support children with additional and/or emerging needs. An application form and criteria are available from the Early Years and Childcare Service.

Contact : 01905 822685

## Portage Team

The Portage Service supports children with complex needs in the home environment, working closely with the parents/carers to support the individual child's holistic development. Eligible age group is 0-5.

- The child must have a registered disability, or two significant areas of delay.
- The service also provides support and activity groups for the parents/carers.
- They provide a programme of training for Portage parents/carers.

The Portage Team will support transition of a child known to their service into an early years and childcare setting, and will support the child's key worker by modelling appropriate techniques.

Contact : 01905 822685

## **Early Years and Childcare Service: roles and responsibilities**

### **Administrative Team**

- Provide day to day administrative support to the Senior Management Team and Early Years and Childcare officers with general office duties.

Contact : 01905 822664

### **Forest School Co-ordinator**

- Supports the development of new Forest Schools.
- Gives advice and guidance to established forest schools.
- Monitors the quality of forest school experiences and provides practical suggestions for improving the quality of experiences offered.

Contact : 01299 250513