

JOB DESCRIPTION



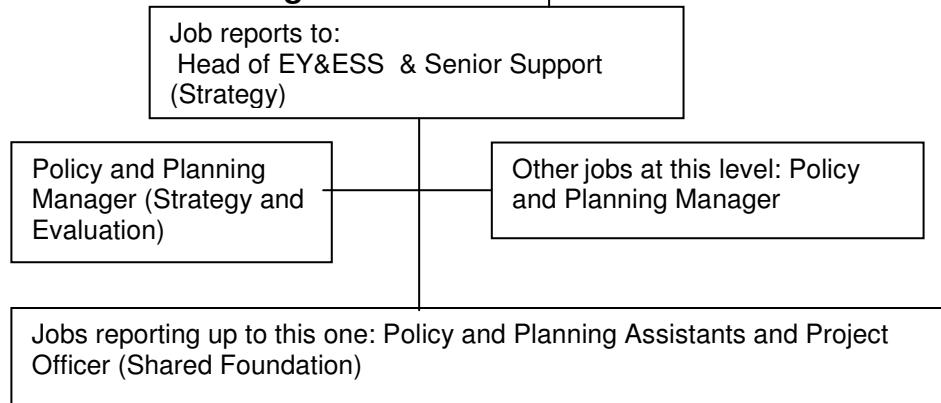
DIRECTORATE: Learning, Culture and Children's Services		DEPARTMENT: Early Years and Extended Schools Service	
JOB TITLE: Pathfinder Project Manager, 2 – 4 Year Olds		POST NUMBER:	
REPORTS TO: Senior Support Officer (Strategy)		Current Grade: to be established	
1.	<p>MAIN PURPOSE OF JOB</p> <p>To complete high level tasks in relation to a Nursery Education Pathfinder Projects for 3 & 4 Year Olds and 2 Year Olds (Disadvantaged) to increase choices for children and families.</p> <p>To liaise with Government Advisers, Headteachers and other stakeholders in order to formulate new policy and ways of working and to oversee a budget of approx £0.5m.</p> <p>To co-ordinate, develop and implement the Pathfinders to meet national and local objectives.</p> <p>To line manage the Policy and Planning Team whose key tasks will include supporting the implementation of the Pathfinders.</p>		
2.	KEY TASKS		
	i.	To manage the delivery of the Pathfinders through the creation of a Project Plan.	
	ii.	<p>To identify, develop and support opportunities for</p> <ul style="list-style-type: none"> • 3 & 4 year olds flexible nursery education sessions • new places for disadvantaged 2 Year Olds <p>in consultation with Government Advisers, Headteachers, Financial managers, Children's Trust and a whole range of providers, and manage the development of flexibility in an affordable and sustainable way.</p>	
	iii.	To take the lead in formulating new strategy and policies on, Transformation Fund, Outreach working, Partnership working and Day Transitions, and provide detailed analysis, development, monitoring and evaluation on the new policies and ways of working.	
	iv.	To act as lead support officer to the Pathfinder Project Board to develop and manage complex issues such as equitable funding and uplifting of significant funding across the non-maintained and maintained sectors.	

	v.	To promote and market both Pathfinders to ensure that local parents, children, providers, agencies and the wider community are kept fully informed of any changes such as dual registration for children with special educational needs and understanding the rationale behind flexible entitlement.
	vi.	To represent the service and contribute to national and regional meetings involving Directors of Education and Government Ministers.
	vii.	To manage the Pathfinder budgets and uplift funding to ensure there are clear audit trails to meet national and local auditing requirements.
	viii.	To establish effective and efficient management information systems that will monitor and evaluate the delivery of the Pathfinders and establish integral links with the Child Index System, Unique Reference Numbers whilst ensuring systems and processes facilitate flexibility.
	ix.	To develop and maintain relationships with key partners such as Sure Start, Children's Trust, Children's Centre Project Manager, Headteachers, Human Resources, Finance and senior managers of Private, Voluntary and Independent settings, Looked After Children and SEN and representatives of national organisations ie National Childminding Association.
	x.	To work in a collaborative way with other Pathfinder and non-Pathfinder authorities.
3.	SUPERVISION / MANAGEMENT OF PEOPLE No. reporting - Direct: 6 Indirect: 20 (The Pathfinder is about management of change, new ways of working which will mean indirect management such as a headteacher reference group, section heads, National Childminding Association, National Day Nurseries Association and the Children's Trust.	
4.	CREATIVITY & INNOVATION Proactive approach to delivering the Pathfinders to ensure the national and local aims and objectives are met. Creating new ways of working and ultimately exemplary policies for COYC and other local authorities.	
5.	CONTACTS & RELATIONSHIPS Senior Support Officers, Head of EY and ESS, Section Heads and their teams. At a local and national level work with DfES Link Advisers, Children's Trust, Senior Managers and other Pathfinder authorities. To work closely with representatives and providers from the Private, Voluntary, Independent and Maintained Sectors. To be committed to multi – agency working and in partnership.	

6.	<p>DECISIONS – discretion & consequences</p> <ul style="list-style-type: none"> ▪ Make recommendations to the Senior Support Officers, and the Head of EY and ESS re formulating new policies and ways of working. ▪ Fail in meeting Pathfinder objectives. The impact will be across the city and would mean less choice for families and children. 				
7.	<p>RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Value</u></th> </tr> </thead> <tbody> <tr> <td colspan="2"><u>Increased 20% uplift Funding for Local Authority to increase flexibility.</u></td> </tr> </tbody> </table>	<u>Description</u>	<u>Value</u>	<u>Increased 20% uplift Funding for Local Authority to increase flexibility.</u>	
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8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands Out of hours, occasional weekends. Under pressure for length of time to achieve tight deadlines.</p> <p>Physical demands - Some Long Distance Travelling</p> <p>Work conditions – Hot Desking</p> <p>Work context – As part of the Early Years and Extended Schools Service planning and corporate objectives</p>				
9.	<p>KNOWLEDGE & SKILLS</p> <p>Be educated to degree level or have significant experience in policy development at a senior level, and preferably hold a management qualification.</p> <p>To analyse research and recommend implementation strategy.</p> <p>A sound knowledge and understanding of Nursery Education Funding and Early Years Policy and legislation including local and national developments and initiatives.</p> <p>Knowledge of Financial Management System.</p> <p>Experience of multi-agency partnership working.</p> <p>At least two years experience of staff management.</p> <p>Experience of financial management and how to show clear audit trails.</p> <p>Experience of monitoring and evaluation of policy/projects.</p> <p>Ability to inspire, motivate and direct the work of others.</p> <p>Ability to work under pressure to prioritise competing demands and to deliver within tight timescales.</p> <p>Demonstrate the ability to recognise, understand and take account of different agency cultures in establishing partnerships.</p> <p>Proven ability to produce clear, achievable plans for meeting the needs of children and families, to ensure their effective implementation and to evaluate performance against agreed targets and desired outcomes.</p> <p>The ability to translate government and local initiatives into deliverable working practice in a range of situations including on school sites.</p>				

The ability to work strategically towards achieving department and corporate objectives.
 Excellent communication and oral presentation skills.
 Effective negotiating skills.
 Sound written and oral presentation skills.
 Basic Word Processing skills and a familiarity with database applications.

10. Position of Job in Organisation Structure



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			
Job Analyst			