



JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Early Years and Extended Schools Service
JOB TITLE: Pathfinder Manager	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 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.	<p>KEY TASKS</p>
i.	To manage the delivery of the Pathfinder through the creation of a Project Plan.
ii.	To identify, develop and support opportunities for flexible nursery education sessions 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.
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 extended flexible entitlement to ensure that local parents, children, providers 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 budget 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 Pathfinder 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 and 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.	DECISIONS – discretion & consequences <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"> <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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<u>Increased 20% uplift Funding for Local Authority to increase flexibility.</u>					
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> <p>The ability to work strategically towards achieving department and corporate objectives.</p>				

Annex 2

	<p>Excellent communication and oral presentation skills.</p> <p>Effective negotiating skills.</p> <p>Sound written and oral presentation skills.</p> <p>Basic Word Processing skills and a familiarity with database applications.</p>		
10	<p>Jobs reporting up to this one: Policy and Planning Assistants and Project Officer (Shared Foundation)</p>		
Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			
Job Analyst			

JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Early Years and Extended Schools Service
JOB TITLE: Pathfinder Development Worker	POST NUMBER:
REPORTS TO (Job Title): Pathfinder Manager	Current Grade: To be established
1.	MAIN PURPOSE OF JOB
	<p>To support providers across all sectors, maintained, voluntary Independent and Private in relation to the Nursery Education Pathfinder to increase choices for children and families.</p> <p>To represent the development team in liaison with the policy and planning team and other stakeholders in order to deliver the new extension of entitlement for Nursery Education. To develop new ways of working to support providers to facilitate the aims of the Pathfinder. To strengthen Shared Foundation Community Partnerships between all sectors.</p> <p>To report, monitor and co-ordinate activities to meet national and local objectives.</p>
2.	KEY TASKS:
i.	To support the delivery of the Pathfinder through Shared Foundation Community Partnerships.
ii.	To encourage and support ideas/opportunities for increasing the flexibility of nursery education sessions involving all sectors. Collaborative working with other development workers, line manager, policy and planning team, and a whole range of providers. To advise on the development of flexibility in an affordable and sustainable way.
iii.	To contribute to formulating new ways of joint working through a multi-agency approach. To promote and develop best practice. To advise providers on Transformation Fund, Outreach working, Partnership working and Day Transitions, and provide updates on progress through regular monitoring and evaluation
iv.	To act as a consultant to the Pathfinder Project Board to support the management of issues that arise during the delivery phase. To provide an analysis of progress across all sectors. To act as an advisor to the Early Years and Extended Schools service.
v.	To promote and strengthen The Shared Foundation Community Partnership ethos in York. To encourage and advise providers on the extended flexible entitlement to ensure that local parents, children, providers 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 development team towards meeting national and regional targets and agendas. To offer support to Policy and Planning

	Manager.
vii.	To ensure that local action plans and strategic plans are updated and reported on.
viii.	To establish effective and efficient working arrangements with key stakeholders.
ix.	To creatively develop the role to involve 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 across the Early Years and Extended Schools Service.
3.	SUPERVISION / MANAGEMENT OF PEOPLE Direct: Indirect:
4.	CREATIVITY & INNOVATION Proactive approach to supporting the delivery of the Pathfinders to ensure the national and local aims and objectives are met. Encouraging new of working and sharing best practice.
5.	CONTACTS & RELATIONSHIPS Development workers, Development Team Manager, Pathfinder Manager, Senior Support Officers, Head of EY and ESS, Section Heads and their teams. At a local level work with DfES Link Advisers and Children's Trust. To establish joint working arrangements with representatives and providers from the Private, Voluntary, Independent and Maintained Sectors. To be committed to multi – agency working and in partnership.
6.	DECISIONS – discretion & consequences <ul style="list-style-type: none"> ▪ Advise Support Officers and Senior Support Officers, and the Head of EY and ESS re sharing best practice, progress ▪ Providers would fail to learn from each other and fail and collaborative working will be jeopardised. Ultimately fail to meet Pathfinder aims.
7.	RESOURCES – financial & equipment (<i>Not budget, and not including desktop equipment.</i>) <u>Description</u> <u>Value</u> <u>Increased 20% uplift Funding for Local Authority to increase flexibility.</u>
8.	WORK ENVIRONMENT – work demands, physical demands, working conditions & work context Work demands Out of hours, occasional weekends. Under pressure for length of time to achieve tight deadlines. Physical demands - Some Long Distance Travelling Work conditions – Hot Desking Work context – As part of the Early Years and Extended Schools Service planning and corporate objectives.
9.	KNOWLEDGE & SKILLS A sound knowledge, understanding and experience of the Childcare sector. In

depth knowledge of the Foundation Stage of Learning and Birth to Three Matters.
 An understanding of Nursery Education Funding and Early Years Policy and legislation including local and national developments and initiatives.
 Experience of multi-agency partnership working.
 Experience of monitoring and evaluation of policy/projects.
 Ability to inspire, motivate and direct the work of others.
 Ability to work under pressure to prioritise competing demands and to deliver within tight timescales.
 Demonstrate the ability to recognise, understand and take account of different agency cultures in establishing partnerships.
 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.
 The ability to translate government and local initiatives into deliverable working practice in a range of situations including on school sites.
 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.

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

JOB DESCRIPTION

DIRECTORATE: Learning, Culture and Children's Services		DEPARTMENT: Early Years and Extended Schools Service	
JOB TITLE: Pathfinder Administrator/Data Collector		POST NUMBER:	
REPORTS TO: Pathfinder Manager		Current Grade: to be established	
1.	MAIN PURPOSE OF JOB		
	<p>To assist and complete a range of tasks in relation to a Nursery Education Pathfinder to increase choices for children and families.</p> <p>To work collaboratively with Policy and Planning Assistants, Pathfinder Manager, CIS, Development Team and other stakeholders in order to develop new policy and ways of working to meet Pathfinder aims.</p> <p>To develop reporting, monitoring and evaluation systems to facilitate the collection of data. To co-ordinate data and evidence in relation to the increased cost of flexibility.</p> <p>To support the Policy and Planning Team whose key tasks will include supporting the implementation of the Pathfinders.</p>		
2.	KEY TASKS:		
	i.	To support the development of a Pathfinder Project Plan, includes manipulation of data and statistical analysis	
	ii.	To identify ways of collecting data collaboratively with Policy and Planning Assistants and Development Workers. To develop/adapt current data collection methods to encompass the aims of the Pathfinder. To develop expertise to support further opportunities within the Policy and Planning team.	
	iii.	To assist in the management of Nursery Education Funding and to assist the servicing of the Early Years and Extended Schools Partnership and Children's Centre Project Board.	
	iv.	To provide support to the Policy and Planning Team regarding other new and established policies such as NNI, NEF, Hard to Reach Children, Transformation Fund, Outreach working, Partnership working and Day Transitions.	
	v.	To support and assist the Policy and Planning Team to ensure local parents, children, providers and the wider community are kept fully informed of any policy changes.	
	vi.	To complete progress/monitoring reports arising from local and national initiatives. To support the Pathfinder Project Board	
	vii.	To provide administrative and statistical support to the Policy and Planning Team and to provide E-Learning Credit data to other Council departments and to work closely with the Policy and Planning Manager in implementing local and national policy. To Maintain an Early Years and Childcare Policy/Research Library.	
	viii.	To assist the development of effective and efficient management information systems that will monitor and evaluate the delivery of the Pathfinder and establish integral links with the Child Index	

		System, Unique Reference Numbers whilst ensuring systems and processes facilitate flexibility.
	ix.	To work collaboratively 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 teams within the Early Years and Extended Schools Service
3.	SUPERVISION / MANAGEMENT OF PEOPLE No. reporting - Pathfinder Manager Direct: 0 Indirect: 0	
4.	CREATIVITY & INNOVATION To suggest new ways of working to ensure the continuous efficient running of the nursery education funding scheme.	
5.	CONTACTS & RELATIONSHIPS Parents, providers, Members of the Early Years and Extended Schools Partnership, Nursery Education Funding Working Group, Children's Centre Project Board, and LEA/DfES regional information sharing meetings on behalf of Early Years and Extended Schools Service Manager.	
6.	DECISIONS – discretion & consequences <ul style="list-style-type: none"> ▪ Nursery Education Funding is a significant budget and the scheme, including its delivery, is regarded as 'High Risk' due to the amount of funding involved ie £2.2 million. Failure to deliver the scheme in the correct way would affect our statutory duties and impact on council reputation. 	
7.	RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i>	
	<u>Description</u>	<u>Value</u>
8.	WORK ENVIRONMENT – work demands, physical demands, working conditions & work context Work demands Out of hours, occasional weekends. Under pressure for length of time to achieve tight deadlines. Physical demands - Some Long Distance Travelling Work conditions – Hot Desking Work context – As part of the Early Years and Extended Schools Service planning and corporate objectives.	
9.	KNOWLEDGE & SKILLS An understanding of the Nursery Education Funding Scheme and be aware of Early Years Policy and Implement relevant Local and National Policy Changes. An understanding of Extended Services. Experience of servicing strategic meetings. Experience of working with projects. Experience of working in an administrative financial role.	

Experience of data input and retrieval, and knowledge of different IT systems, particularly Access and Excel.
 Experience of producing a variety of written and statistical reports.
 Good communication skills to deal with a number of Multi-Agency Partners.
 Have good organisational and administrative skills.
 Work well as part of a team.
 Be able to work under pressure and to fixed deadlines and prioritise own workload.

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Jobs reporting up to this one: Policy and Planning Assistants and Project Officer (Shared Foundation)

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Job Analyst			