



Job Description	
Job Title: Strategic Lead	Section: Early Years
Work Location: Cheltenham, Tewkesbury, Stroud, Dursley	Grade: Executive Reward Band 2
Reporting to: Executive Headteacher	Reporting to Job Holder: Early Years Leads
Date of issue: Spring 2024	
Job Purpose: <ul style="list-style-type: none"> To realise Aspire Foundation's vision that children, families and communities are supported to <i>aspire and achieve</i>. Work alongside the Family Support Strategic Lead and with the Business Manager to ensure sustainable high quality early years education and care across all settings, seeking opportunities to continue to grow the business and ensure the optimum use of the registered early years' provision plus new business opportunities to develop the Foundation and secure a long-term sustainable future for the organisation. Be pro-active in seeking and delivering opportunities to drive forward current good practice and high-quality delivery of children's services and early years provision; setting direction, building teams and resources to help children and families achieve their potential through education and family support. Maximise positive outcomes for children and families through partnership working, leadership, innovation and delivery of key targets and outcomes. As part of the Senior Management Team (SMT), to provide leadership, innovation, advise on specific strategy and service developments, maintain strategic and operational relations countywide and report to Directors on performance. Context in which Aspire Foundation Jobs are carried out: <p>Currently the Foundation delivers services from Children and Family Centres across Cheltenham, Tewkesbury, Stroud and the Dursley. Staff are required to work as a single team according to service area and be prepared to work flexibly across all sites operated by Aspire Foundation as need arises.</p>	

Key Responsibilities:	
1.	To support the Executive Head and Board of Directors' in providing vision, direction and leadership, vital to the creation of integrated and comprehensive services for children and families.
2.	In conjunction with the Business Manager, seek new Business Opportunities to grow the portfolio of services provided by the Foundation, in line with the organisation's charitable objectives.
3.	Overall leadership and management of Aspires Early Years provision and projects contained within the overall Foundation Business plan.
4.	To promote access to services and excellence in the care, education, health and welfare of young children and families, through partnership working.

5.	To communicate effectively, engaging all stakeholders and agencies to enhance service delivery and promote and represent Aspire Foundation as required.	
6.	In conjunction with the Family Support Strategic Lead and with assistance from the Business Manager, to manage budgets and resources in accordance with internal processes, external audit, contract and reporting requirements. To ensure compliance with all legal requirements and oversee the submission of statutory returns such as those required by Companies House and Charity Commission.	
7.	To work alongside the SMT to ensure the delivery of high-quality Early Years and Children's Services at all levels.	
8.	To provide effective line management of staff through performance management, appraisals, supervision and continuous professional development.	
9.	To have quality assurance systems in place to ensure high quality provision and standards, recording and reporting of data to Directors.	
10.	To be able to evidence Aspire values at all times:	
	Respect <i>"We value, accept, listen and support everyone"</i>	Integrity <i>"We are honest, dependable and accountable for our actions"</i>
	Collaboration <i>"We believe in the power of working together"</i>	Excellence <i>"We strive to do our best through innovation & learning"</i>
11.	Equality, Diversity and Inclusion Assist in the implementation of Aspire Foundation equal opportunities objectives with particular reference to any targets/positive actions set out in the Fairness and Diversity Strategy & Equalities Act 2010.	
12.	Safeguarding To act as one of the Designated Safeguarding Leads and ensure that good safeguarding practice is embedded across the organisation and that policies and procedures are followed and that staff have up to date knowledge on legislation and best practice in safeguarding and supporting children with SEND.	
13.	Health and Safety To ensure a high priority is given to the management of health and safety; that all legal responsibilities are met by carrying out risk assessments and taking appropriate action; and that appropriate information, instructions, training and supervision are provided to ensure the health, safety and well-being of those employees for whom the postholder is responsible.	
14.	Special Conditions <ul style="list-style-type: none"> The post holder will need to have appropriate means of transport to carry out their duties and the ability to travel across Gloucestershire and out of County as required. The post will involve occasional work out of normal office hours to include evening and weekend work. Enhanced DBS check required. Full Driving Licence with business insurance. 	
15.	Principal Contacts Directors of Aspire Foundation Executive Headteacher Senior Management Team Local Authorities: (Gloucestershire County Council and District Councils) Members of strategic and local partnerships. Statutory, Voluntary and Independent Agencies who provide services to children and their families. Aspire staff, children and families	

Person Specification		
Job Title:	Strategic Lead Early Years	
Grade:	ER Band 2	
Work Location:	Aspire Foundation sites: Early Years	
Date Prepared:	Spring 2024	
ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications/ Training	<ul style="list-style-type: none"> Level 7 management qualification and/or equivalent relevant experience, and/or willingness to work towards e.g. NPQICL, NPQEYL A relevant professional Early Years & Child development related qualification e.g., Early Childhood Studies or related degree, EYTS, EYPS, QTS Evidence of relevant and recent professional development including Safeguarding & Child protection training 	Project / Programme Management
Experience	<ul style="list-style-type: none"> Successful experience of leading organisational change and service development. Extensive management experience, including recent and relevant management experience in the field of Early Years education and proven track record of leading teams. Experience of multi-agency working in the field of Education, Health / Social care to achieve best outcomes for children and families. Experience of project, budget and resource management. Experience of communicating and consulting with staff, families and stakeholders on service developments Experience of developing effective partnerships with other agencies to broaden service delivery. Experience of report writing, analysing and presenting key findings to relevant accountable bodies to demonstrate impact or highlight issues / risks. 	<ul style="list-style-type: none"> Experience of budget management, contract management and bid writing. Experience of preparing and leading teams through successful OFSTED inspections or overseeing and implementing significant organisational change.

Technical Skills	<ul style="list-style-type: none"> • ICT skills appropriate to the post. (Word / Excel/ PowerPoint). • Interpretation and analysis of data and financial reports. 	<ul style="list-style-type: none"> • Project management methodology. • Delivery of training
Knowledge/Skills and Abilities	<ul style="list-style-type: none"> • Knowledge and understanding of child development and the Statutory and Non-statutory requirements of Early Years Foundation Stage (EYFS) • Knowledge and understanding of Ofsted Early Years Inspection process and framework • Knowledge and understanding of current Government frameworks, initiatives and legislation relevant to the delivery of EY provision and Children's Services. • Knowledge and understanding of Safeguarding and Child Protection Procedures and Legislation. • Knowledge and Understanding of SEND Code of Practice and inclusive provision for children with SEND • Proven leadership skills. • Good communication skills- oral and written • Ability to understand complex strategies and explain them to different audiences. • Ability to look beyond the existing context and scope future possibilities for service delivery. • Ability to negotiate and influence in a complex context. • Able to work under pressure, prioritise and meet deadlines. 	<ul style="list-style-type: none"> • Knowledge and understanding of Family Support • Knowledge and understanding of Health and Safety legislation and responsibilities.

Personal Behavioural & Attributes	<ul style="list-style-type: none"> • Understanding of team dynamics with strong people management skills. Provides managers with freedom to manage. • Awareness of how to coach, mentor and empower others to bring out their strengths. • Has analytical skills and facilitates reflective practice. • Self-motivated, positive attitude and provides motivation to others. • Positive role model. Resilient in the face of challenges and possible setbacks. • Diplomatic and maintains integrity. • Consistent, positive and confident in approach. • Calm and solution focussed • A people person, who is approachable, empathetic, who listens and provides guidance. 	
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