

# Job specification

## Early Years Regulatory Inspector

### Grade: B1 Inspector (Civil Service equivalent: SEO)

#### Section 1: Job description

##### Context

Ofsted is the Office for Standards in Education, Children's Services and Skills. We inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages. Every week, we carry out hundreds of inspections and regulatory visits throughout England and publish the results online. We also report on standards across the country and are accountable directly to Parliament. Ofsted's inspections are independent and impartial.

##### Overall purpose

Reporting to an Early Years Senior Officer, Early Years Regulatory Inspectors are responsible for the effective and consistent inspection and investigation of providers where complaints, concerns and notifications are received by Ofsted. They are responsible for taking enforcement action where there is evidence of non-compliance with regulations to ensure children are effectively safeguarded.

##### Key responsibilities

The key responsibilities of the role are outlined below. However, this is an overview of the role and is not exhaustive, nor will all post holders routinely undertake all of the functions. Ofsted reserves the right to assign other duties commensurate with the grade as required.

- Plan and undertake inspections and investigations of childcare providers, including those previously judged to be inadequate.
  - Produce accurate and appropriately-evidenced reports which: have transparent judgements, based on sound evidence; provide clear recommendations for improvement; and assess safeguarding practice.
  - Use evidence to challenge providers, setting clear expectations of what good and outstanding practice looks like, and support providers in improving their services, ensuring that the wellbeing of children and young people are at the core of all activities.
  - Take appropriate action with underperforming providers; recognising and evidencing poor or unsafe practice, including that relating to the management of safeguarding issues.
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- Undertake compliance monitoring visits to providers and registration visits where there is cause for concern.
  - Undertake evidence retrieval work, sharing best practice and lessons learned to inform inspection practice. Support and contribute to the development of policy, frameworks, guidance, and learning resources.
  - Be responsible for allocated cases, taking ownership for progression of the cases through to conclusion; remaining accountable for the progress of the case, even when it has been passed on to another party; and following up others' involvement to ensure prompt action and decisions have been taken.
  - Make informed and accurate recommendations to Senior Officers, where appropriate, to ensure robust enforcement action is taken.
  - Chair review meetings, objection panels and other case discussions, presenting consistent and robust recommendations for action.
  - Represent Ofsted at a variety of external meetings, including section 47 strategy meetings, working with external agencies as appropriate.
  - Prepare and deliver legal notices and represent Ofsted at legal proceedings including tribunals and Magistrate's Court hearings.
  - Prepare briefings for the Senior Officer as required (Serious Incident Briefings, official correspondence) and provide advice and support to the wider workforce (in-house or outsourced) in relation to compliance issues.
  - Undertake quality assurance activities in line with regional priorities.
  - Undertake investigations into complaints raised about Ofsted's work.

### Generic responsibilities

- To work in accordance with Ofsted's policies and procedures.
  - To ensure the safeguarding of children and students is paramount and at all times lead by example. Demonstrating and embedding Ofsted's core values of putting children and students first, upholding our independence, and exhibiting accountability and transparency in all we do.
  - To contribute to organisational development initiatives as required.
  - To adhere to responsibilities under health and safety legislation and policies.
  - To demonstrate a positive commitment to [equalities and diversity](#).
  - To contribute to building a 'One Ofsted' culture.
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## **Additional requirements of the role**

The role is home-based but will require significant amounts of travel and overnight stays away from home.

The role holder is required to work flexibly to meet the needs of the business and the availability of providers; this may include some evening or weekend work to support improvement, for example, to meet with providers and children and young people in the evening or during the weekend.

Ofsted have identified this role as one which will require an enhanced criminal record check via the Disclosure and Barring Service (DBS). This role will bring you into direct contact with children or vulnerable adults, it may give you access to material or sensitive information.

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## Section 2: Person specification

Profile	Essential/ desirable	Tested by
<p><b>Qualifications</b></p> <p>A degree or equivalent experience.</p>	Essential	Application form
<p><b>Experience</b></p> <p>A proven record of securing better outcomes for young children in early years settings.</p>	Essential	Application form (statement of suitability)/ Assessment/ Interview
<p><b>Technical</b></p> <p>Extensive knowledge of child development, safeguarding and early years, including child protection processes and procedures.</p> <p>An excellent understanding of the Statutory Framework for the Early Years Foundation Stage and other childcare regulation, including a wide knowledge of practice and legislation.</p> <p>An ongoing awareness of the current developments in area of expertise.</p>	Essential	Application form (statement of suitability)/ Interview
<p><b>Ability</b></p> <p>Able to communicate effectively in writing, demonstrating clarity and influence. Expresses judgements precisely and persuasively.</p>	Essential	Application form/ Assessment

<p><b>Behaviour – Leadership</b></p> <p>Demonstrates a strong focus on improving outcomes for children and young people at all times.</p> <p>Ensures colleagues and providers have a clear understanding of objectives, activities and time-frames.</p> <p>Considers the impacts of own and teams' activities on providers.</p> <p>Takes into account different individual needs, views, and ideas, championing inclusion and equality of opportunity for all.</p> <p>Effectively manages conflict, misconduct and non-inclusive behaviour, raising with senior managers where appropriate.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>
<p><b>Behaviour – Communicating and influencing</b></p> <p>Communicates in a straightforward, honest and engaging manner.</p> <p>Shares information as appropriate and checks understanding.</p> <p>Ensures communication has a clear purpose and takes into account people’s individual needs.</p> <p>Ensures that important messages are communicated with colleagues and providers with respect, clarity and conviction.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>
<p><b>Behaviour – Making effective decisions</b></p> <p>Understands own level of responsibility to make decisions where appropriate.</p> <p>Analyses and uses a range of relevant, credible information from internal and external sources to support well-reasoned, justifiable decisions.</p> <p>Invites challenge and involves others in decision making, where appropriate.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>

<p><b>Behaviour – Making effective decisions continued</b></p> <p>Displays confidence when making difficult decisions, even if they prove to be unpopular.</p> <p>Presents outcomes and recommendations in a timely manner, outlining consideration of the benefits and risks.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>
<p><b>Behaviour – Delivering at pace</b></p> <p>Promotes a culture of following the appropriate procedures to ensure results are delivered on time and to a high standard.</p> <p>Acts promptly to reassess workloads and priorities when there are conflicting demands to maintain performance.</p> <p>Complies with legal and regulatory requirements.</p> <p>Demonstrates resilience, maintains own levels of performance in all circumstances.</p> <p>Independent and forward-thinking, escalating or consulting with others as appropriate.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>

## Section 3: Terms and conditions

<b>Job title:</b>	Early Years Regulatory Inspector
<b>Grade:</b>	B1 Inspector
<b>Salary:</b>	£45,453 per annum, rising to £50,453 on successful completion of probationary period. Performance related pay and awards also available for outstanding achievement.
<b>Location:</b>	Home-based
<b>Basis:</b>	Permanent
<b>Hours:</b>	Full-time
<b>Travel requirements:</b>	Significant national travel and some overnight stays. Early Years Regulatory Inspectors are reimbursed for expenses incurred in the line of business, in accordance with Ofsted's Business Expenses Policy.

### Allowances:

The post holder will receive an annual home-based working allowance.

In addition to this, inspectors may apply for a vehicle user allowance if they use their personal vehicle as their primary mode of transport when travelling on Ofsted business.

### Please note:

This is a non-reserved post under the Civil Service Nationality Rules and is therefore open to UK, British Commonwealth and European Economic Area (EEA) Nationals and certain non-EEA members subject to immigration requirements. For the most up-to-date information on the requirements of working in the UK, please go to the UK Border Agency website:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>.

## Section 4: Benefits

Ofsted is committed to maintaining employee health and wellbeing, whether it is physically, emotionally, financially or socially, and offers a range of benefits to support employees in this. Such benefits include the option to join the Civil Service Pension Scheme, professional and personal development opportunities, 32.5 annual leave days per annum (plus eight days public holiday) and counselling and advisory services for you and your family.

# Safer recruitment

## Our commitment

We put children and learners' wellbeing at the heart of everything that we do and, therefore, do all that we can to ensure those who work for us share our commitment. This is reflected in our rigorous recruitment processes and pre-employment checks.

We select the best candidates through good, thorough recruitment practice, ensuring equality of opportunity, and deterring, or rejecting, those who may not be suitable to work for Ofsted.

## All roles require the following

- Your identity must be confirmed by sight of original official documents such as a Birth Certificate and photo identification such as a Passport.
- Original documents relating to all professional qualifications required to fulfil the post must be supplied.
- Full employment and education history since leaving secondary education must be provided. All gaps in employment and education history will be scrutinised by the selection panel to ensure there are no causes for concern.
- We will request a minimum of two references covering at least the last three years. The identity of all referees will be verified, and they will be asked to comment on your suitability for the role you are applying for.
- We will consult any relevant records we hold which may provide additional information on your suitability.
- We reserve the right to take account of your presence in both public and social media in our selection decisions.
- We will ask you to provide details of any criminal history as appropriate. Guidance will always be provided in your application to help you understand what you must declare and when.
- Throughout selection, including at interview, the panel will probe your values and motivation for working with Ofsted.

At all stages, information you provide us with will be treated in confidence and in full accordance with legal requirements. For all roles which require a Disclosure and Barring Service check, this will be clearly outlined in the job specification.

You do not have to consent to these checks. However, if consent is withheld or revoked at any stage, we will be unable to proceed with your application.

All Ofsted employees are expected to understand their duties and responsibilities in relation to safeguarding children, young people and vulnerable adults. For those who are successful in joining Ofsted, this is continually assessed through probation and day-to-day performance management.

You can find out more about Ofsted's approach to safeguarding by reading our [Safeguarding Policy](#).

