

# Job specification



## **Early Years Senior Officer Inspection and Improvement**

**Grade: RIM (Civil Service equivalent: Grade 7)**

### **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 Senior HMI, Early Years Senior Officers will manage the activity and performance of a number of Early Years Regulatory Inspectors.

Early Years Senior Officers will be responsible for: high-risk or complex registrations, re-inspections of provision judged as less than good and enforcement of regulated provision in one of eight Ofsted regions (some regions will be covered by two or more senior officers); compliance and enforcement decision making in relation to all provision inspected; and maintaining a clear profile of the quality of provision, with particular responsibility for a portfolio of enforcement and improvement activity in relation to the weakest providers.

Early Years Senior Officers are responsible for ensuring that the inspection of regulated provision by regulatory inspectors is of the highest quality; supports and promotes improvement, and raises standards and improves lives for children; and that Ofsted discharges its regulatory duties in a robust, consistent, effective and efficient manner.

Early Years Senior Officers are responsible for ensuring that the monitoring and re-inspection of inadequate providers is carried out in a timely way and to a high standard through leading and quality assuring these inspections.

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## Key responsibilities

The key responsibilities of the role are outlined below. However, this is an overview of the role and is not exhaustive. Ofsted reserves the right to assign other duties commensurate with the RIM grade as required.

- To lead a team of Early Years Regulatory Inspectors, ensuring inspection and investigation work is undertaken to time and to quality. To take responsibility for the day to day activity of all inspection staff on the team, using data to monitor and drive performance.
  - To provide effective leadership and direction for the team, coaching, mentoring and talent managing to achieve the best outcomes for children and families.
  - To undertake robust performance management, ensuring continuous improvement in inspection activity.
  - To work with Senior HMI and Regional Directors to inform regional and national strategies regarding compliance, investigation and enforcement work and in relation to inspections carried out by regulatory inspectors.
  - To make sound and effective, evidence-based enforcement decisions in relation to suspension and refusal or cancellation of registration, and decisions to prosecute providers for an offence.
  - To provide scrutiny, quality assurance and oversight of enforcement decisions taken by regulatory inspectors, such as the issuing of Welfare Requirements Notices, ensuring robust evidence to justify decisions.
  - To provide specialist regulatory advice to senior managers in the Ofsted regions on complex cases, and to ensure senior managers in the region and nationally are briefed effectively on serious incidents occurring in childcare provision.
  - To assess and decide upon representations made by childcare providers against Ofsted's proposed enforcement measures, and to represent Ofsted in appeals taken at Tribunal and in court cases involving childcare providers.
  - To ensure the completion of high quality replies to correspondence on specific cases.
  - To proactively and effectively support the Senior HMI to encourage and support provider improvement in the region, working to analyse and intervene in locality issues, and reporting effectively on the position in their area.
  - To lead and/or support complex inspections and investigations, as required.
  - To contribute to policy development within the organisation, and ensure that policies are embedded fully into inspection and enforcement practice.
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- To build strong relationships across other functional groups within Ofsted, and externally with other agencies and authorities, including statutory child protection agencies.
- To respond to urgent requests for information, Parliamentary Questions, letters/Freedom of Information (FOI) requests, signing off responses and being fully responsible for the accuracy and consistency of content, alongside drafting briefings for directors and/or HMCI.
- To effectively represent Ofsted locally, regionally and nationally as required.
- Work flexibly across all regions as required to meet demand and ensure children and young people remain safe.

## 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.

## Additional requirements of the role

This is a home-based role, but substantial travelling and some overnight stays will be required in supervising and supporting home-based staff, and in other aspects of delivery such as attendance at meetings in Ofsted's regional offices, and at Tribunal and court proceedings.

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 may not bring you into direct contact with children or vulnerable adults, however it may give you access to material or sensitive information about children or vulnerable adults in the future.

## Section 2: Person specification

Profile	Essential/ desirable	Tested by
<p><b>Qualifications</b></p> <p>Degree level qualification or equivalent relevant knowledge and or professional qualification.</p>	Essential	Application form
<p><b>Experience</b></p> <p>Proven experience of leading teams and managing resources to secure best value.</p> <p>Experience of identifying key issues and underlying causes and identifying solutions that take account of wider policy and operational contexts.</p> <p>Experience of implementing changes to working practices and policies.</p>	Essential	Application form (statement of suitability)/ Interview
<p><b>Technical</b></p> <p>Recognised level of expertise in early years to enable effective decision-making and the provision of authoritative advice and guidance to colleagues and stakeholders.</p>	Essential	Application form (employment history)/ 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>Inspires and motivates teams to be fully engaged in their work and dedicated to their role.</p> <p>Drives a culture of high performance, coaching and mentoring teams to achieve success, and addresses performance dips promptly.</p> <p>Stands by, promotes or defends own and team’s actions and decisions where needed.</p> <p>Promotes diversity, inclusion and equality of opportunity, respecting difference.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>
<p><b>Behaviour – Communicating and influencing</b></p> <p>Communicates with clarity and honesty, building effective partnerships and trust.</p> <p>Explains complex issues in a way that is easy to understand and is appropriate to the audience.</p> <p>Delivers difficult messages with conviction, clarity and sensitivity.</p> <p>Remains open-minded and impartial in discussions, whilst respecting the diverse interests and opinions of others.</p> <p>Monitors the effectiveness of own communications, taking action to improve where necessary.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>

<p><b>Behaviour – Making effective decisions</b></p> <p>Clarifies own understanding, before making decisions.</p> <p>Analyses and accurately interprets data from various sources to support decisions and identify likely outcomes.</p> <p>Finds the best option by identifying positives, negatives, risks and implications.</p> <p>Presents reasonable conclusions from a wide range of complex and sometimes incomplete evidence.</p> <p>Makes decisions confidently, even if details are unclear or they could be unpopular.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>
<p><b>Behaviour – Delivering at pace</b></p> <p>Ensures everyone clearly understands and owns their roles, responsibilities and business priorities.</p> <p>Gives honest and motivating messages about priorities, objectives, and expectations to get the best out of people.</p> <p>Complies with legal and regulatory requirements.</p> <p>Sets out and maintains clear processes and standards.</p> <p>Ensures delivery of timely quality outcomes for self and team, responding swiftly to changing priorities.</p> <p>Demonstrates resilience and independence, maintains own levels of performance in challenging circumstances and encourages others to do the same.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>

<p><b>Behaviour – Working together</b></p> <p>Builds strong interpersonal relationships and shows genuine care for colleagues.</p> <p>Ensures consideration and support for the wellbeing of self and individuals throughout the team.</p> <p>Creates an inclusive working environment where all opinions and challenges are taken into account and bullying, harassment and discrimination are unacceptable.</p> <p>Remains available and approachable to all colleagues and is receptive to new ideas.</p> <p>Supports colleagues to take responsibility for their own learning and development.</p>	<p>Essential</p>	<p>Assessment/ Interview</p>
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## Section 3: Terms and conditions

<b>Job title:</b>	Early Years Senior Officer
<b>Grade:</b>	RIM
<b>Salary:</b>	£58,335 per annum, rising to £63,335 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 Senior Officers 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](#).

