

Early Education and Childcare Funding and Data Team Leader Job Description

JOB TITLE:	Early Education and Childcare Funding and Data Team Leader
GRADE:	Grade K
POST NUMBER:	H090000096
DIRECTORATE:	Children Services- Education
SERVICE:	Early Education and Childcare Service- Funding and Data Team
RESPONSIBLE TO:	Head of Early Education and Childcare Service
RESPONSIBLE FOR:	Early Education and Childcare Funding and Data Team
	<p>Enhanced check required and sign up to the DBS update service This post is not politically restricted. Hybrid working Is a Travel Allowance Payable? Yes, through the oyster card system Does this post attract an Essential Car User Allowance? No</p>
JOB SUMMARY:	<p>Support and contribute to the Early Education and Childcare Services' strategy ensuring inclusive, nurturing, and high-quality practice is delivered across the sector.</p> <p>To lead a high-quality, responsive and professional team within the Early Education and Childcare Service, that supports the Local Authority to meet its statutory duties and local need.</p> <p>To improve and maintain the accuracy, efficiency and compliance of funding and data processes that underpin high-quality early education and childcare provision across the borough, by providing clear guidance, supportive challenge and training to providers in a collaborative and enabling manner.</p> <p>Support the Early Education and Childcare Service's strategy by ensuring finance and data systems are sustainable, inclusive and robust, enabling accurate processes that underpin high-quality, accessible and financially sustainable provision across the sector, so that all children can make good progress and thrive.</p> <p>The postholder will be part of the service's senior leadership, managed by the Head of Early Education and Childcare, ensuring that local and national priorities are delivered, statutory duties are met, and outcomes are improved for Tower Hamlets' youngest children.</p>
ROLE REQUIREMENTS:	
1.	Provide operational leadership to the Funding and Data Team to deliver and continuously review elements of the borough's Early Education and Childcare Strategy, ensuring statutory duties are met.
2.	Lead on implementing and reviewing aspects of the borough's Early Education and Childcare Strategy and associated plans, ensuring alignment with national policy, local priorities and statutory duties.

3.	Lead the Funding and Data Team in setting and monitoring operational KPIs and contributing to service development plans to drive continuous improvement and demonstrate impact across the sector.
4.	Provide line management and professional leadership to the Funding and Data Team, ensuring staff development, supervision and performance reviews are consistently embedded in practice.
5.	Lead and ensure the promotion of a culture of teamwork, continuous learning and high standards across all areas of service delivery.
6.	The role will champion a collaborative and enabling approach through coaching and mentoring, supporting the needs of the early education and childcare sector.
7.	Keep team fully informed of key policy and legislative developments in Early Education and Childcare by interpreting national reforms and translating them into local practice, while promoting ongoing professional development to enable effective service delivery.
8.	Interpret and implement national policy, legislative changes and statutory frameworks (including EYFS, Ofsted requirements and safeguarding guidance) to ensure compliance and effective local practice.
9.	Identify and implement practical improvements in service delivery, developing effective processes and building partnerships that support sustainability and improve outcomes for early education and childcare providers.
10.	Develop, implement and maintain performance dashboards and impact reports to monitor service effectiveness, ensuring data is analysed and used to inform strategic decisions and continuous improvement.
11.	Provide insight, analysis and recommendations on emerging risks, trends and opportunities to inform funding policy and sufficiency planning
12.	Provide clear and timely financial reports to senior leadership, elected members and external stakeholders as required
13.	Lead and oversee the delivery of the annual Childcare Sufficiency Assessment ensuring full compliance with statutory sufficiency duties, Department for Education reporting requirements, and the completion of all relevant census returns and surveys
14.	Operational responsibility for managing the service budget, ensuring robust financial planning, accurate reconciliation and ongoing monitoring to maintain compliance and sustainability
15.	Champion cost-effectiveness and value for money across all service areas, ensuring optimal resource allocation to maximise impact and deliver long-term outcomes.
16.	Provide regular, detailed budget reports and analysis to inform strategic decision-making and resource allocation.
17.	The role will carry out financial planning and forecasting to ensure sustainability and alignment with service priorities and statutory obligations.
18.	Maintain and operate robust audit, compliance and monitoring systems to reduce financial risks and ensure accountability
19.	Improve financial systems, provider portals and reporting processes by implementing enhancements and making effective use of digital tools and technology
20.	Work closely with corporate finance and funding teams to embed strong financial controls and support continuous improvement.

LBTH Job Description and Person Specification EEC Funding and Data Team Leader

21.	Manage the administration and distribution of all early education and childcare finance and funding streams, ensuring processes are accurate, timely and compliant.
22.	Lead on ensuring the team complies with the national funding formula, operational and technical regulations, and statutory duties on data sufficiency, maintaining robust processes and oversight.
23.	Lead on ensuring compliance with all funding regulations and requirements, including SENIF, EYDSG allocations, EYPP, DAF and other relevant grants, by putting robust processes in place and monitoring these through the Funding Intelligence Team.
24.	Prepare and distribute accurate, consistent and clear information and advice to providers, ensuring quality standards are met. Coordinate communication across stakeholders to support cohesive messaging and effective multi-agency partnership working
25.	Contribute to the needs analysis, design and provision of a comprehensive sector-led continuous workforce training and development programme for professional growth working in partnership with the EEC (Early Education and Childcare) Sector Co-ordinator.
26.	Design and implement training and support programmes for the early education and childcare sector, ensuring effective delivery of workforce development initiatives and promoting continuous professional development.
27.	Plan, coordinate and deliver sector engagement activities, including events, seminars, training, workshops and networks, to promote compliance with statutory and non-statutory guidance and strengthen provider capacity across the early education and childcare sector.
28.	Represent the service at key forums and advocate for the needs of the early years sector within wider local authority and regional planning.
29.	Work closely with the Early Education and Childcare Advisory Team Leader and the Sector Coordinator to ensure coherent, aligned delivery and effective collaboration across the service
30.	Develop, maintain and actively seek out strong relationships with early education and childcare providers, schools, parents/carers and key partners to foster collaboration and support service delivery.
31.	Lead proactive engagement with internal and external partners, representing the service at relevant boards and meetings, and build strong, influential stakeholder relationships to ensure coordinated and effective support for providers.
CORPORATE RESPONSIBILITIES	
	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the

	role.
	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
	Represent the service and deputize for the senior leadership team in areas of expertise.
PEOPLE	
	Work closely with colleagues, providers and partner stakeholders supporting the delivery of a collaborative service and work in partnership with the sector ensuring their needs are met.
	To engage with all stakeholders, raising the profile of the Early Education and Childcare service and sector.
	Be a true team player with a great focus on wellbeing and working in a nurturing collaborative manner.
	Acting on own initiative and work with colleagues to help maintain the smooth running of the service
SERVICE	
	Ensure that duties are undertaken with due regard and compliance with the Children and Families Act, Childcare Acts, Special Educational Needs and Disability code of practice: 0-25, Ofsted, ISI, DfE Guidance, EYNFF (Early Years National Funding Formula), EYFS, GDPR, Data Protection Act and other legislation deemed relevant.
	To identify initiatives that promote the service and the sector such as opportunities for new partnerships with community organisations with the aim of increasing the awareness and profile of the Early Education and Childcare service and sector
	Work collaboratively within the Early education and childcare service and colleagues using a service delivery improvement cycle. This includes reflecting on practice, gaining information, analysing available data and identifying areas for improvement in order to plan and implement developments in service delivery.
	Work within the councils' safeguarding policies and practices to identify safeguarding concerns, make a judgement, act and escalate accordingly.
	Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and other relevant Health and Safety legislation.
PERFORMANCE	
	Maintain personal and professional development to meet the changing demands of the job by actively participating in meetings, 'My Annual Review' scheme and service improvement transformation cycle.
	Ensure own professional development by actively seeking new learning opportunities and attend identified training with the aim of improving the service. This will include cascading training to colleagues and stakeholders. Undertake any mandatory training as required to contribute to corporate priorities.
	Be a reflective and active team member ensuring the adherence to the 'Assess, Plan, Review Cycle' and allow for change.
	Ensure that all duties and responsibilities are discharged in accordance with the Council's policies and procedures, Code of Conduct and relevant regulations and legislation.
	Comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

	Identify, promote and disseminate new areas of policy in early education and childcare through the delivery of plans and targets and provide significant professional leadership by demonstrating an in-depth knowledge and understanding of key areas of Early Education and Childcare work.
--	---

Person Specification

Person Specification for the Post of Early Education and Childcare Funding and Data Team Leader		Essential (E) or Desirable (D)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	Significant thorough working knowledge and understanding of all relevant statutory frameworks and legislation.	E	A, I
	Knowledge and experience of working with the Early Education and Childcare sector and relevant stakeholders.	E	A, I
	Significant working knowledge of the wide-ranging Government early education and childcare initiatives.	E	A, I, T
	Significant working knowledge and understanding of the early education and childcare education and childcare sector and its challenges.	E	A, I
	Significant working knowledge and understanding of DfE, Ofsted and Independent Schools Inspectorates frameworks and duties.	E	A, I
	Strong knowledge of early years funding, childcare sufficiency, and market strategy	E	A, I
	Substantial experience of financial systems, data analysis, and managing funding allocations.	E	A, I, T
	Proven ability to work across teams and partners to influence policy and deliver change.	E	A, I
	Experience in systems improvement and digital innovation (e.g. Synergy, Power BI, AI)	E	A, I
	Extensive knowledge of current safeguarding policy and statutory guidance.	E	A, I
	Knowledge of funding sources,	E	A, I

	<p>process' and compliance requirements.</p> <p>Extensive knowledge and experience of how to coach, mentor, nurture, advise and provide supportive challenge to Early Education and Childcare team members and the sector.</p> <p>Excellent inter-personal and negotiating skills, with experience of resolving escalated and complex queries.</p>	<p>D</p> <p>E</p>	<p>A, I</p> <p>A, I</p>
Qualifications & Experience	<p>Degree or equivalent qualification/experience in a relevant field (Education, Finance, Public Policy, Data).</p> <p>Continued professional development in leadership, early years, finance, and/or data systems.</p> <p>Accredited continued professional development including AI systems</p> <p>Proven leadership experience managing teams and functions in a complex organisation.</p> <p>Significant experience of financial/funding administration, reconciliation and compliance.</p> <p>Demonstrable expertise in data analysis, early years sufficiency assessments and reporting.</p> <p>Experience in the provision and presentation of statistical information across a variety of software applications.</p> <p>Experience and ability to plan, deliver and monitor projects and programmes of work, in line with agreed timescales and outputs; to contribute to cross-service/agency projects.</p> <p>Analytical thinker with a solutions-focused approach.</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A,I</p> <p>A</p> <p>A</p> <p>A,I</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, I</p> <p>A, I. T</p>

	<p>Ability to lead through change and foster a supportive, reflective team culture</p> <p>Strong track record of partnership working with providers, schools, internal teams and external stakeholders.</p> <p>Experience of designing, delivering and facilitating training and networks.</p> <p>Experience in sustaining partnerships both internally and externally with key partners and stakeholders.</p> <p>Excellent interpersonal, communication and presentation skills, with proven ability to communicate effectively and persuasively to a wide range of audiences.</p> <p>Excellent IT literacy skills.</p> <p>Knowledge of Artificial Intelligence and how to apply this to streamline current processes.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Living the TOWER Values sets out the essential behaviours required of all staff.			
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Building relationships: Seeks opportunities to build positive relationships with people from other teams and partners. Builds networks with key teams they work with, to ensure they achieve the best outcomes. Shares information and engages others in a timely way to achieve the best outcome. Looks for ways to collaborate with others early on, to achieve the best outcomes.	E	A, I
We are OPEN and transparent	Communicating clearly: Checks understanding and that they are understood by others and explains jargon where needed. Thinks about the people they communicate with and adjusts their style accordingly. Uses effective listening and questioning techniques to understand	E	A, I

	<p>the needs of others and act accordingly.</p> <p>Seeks to develop own resilience to manage change, seeking support where necessary. Approachable and actively seeks feedback from others to improve how they do things.</p>	E	A
We are WILLING to challenge, innovate and be accountable	<p>Accountable and innovates: Takes accountability for delivering own work, setting challenging goals for self. Looks for ways to continuously improve and develop within role. Makes suggestions for better and new ways of doing things.</p>	E	A, I
We empower each other to be EXCELLENT and go the extra mile	<p>Having purpose and personal motivation: Understands the organisation's direction of travel and actively supports that in their work and interactions. Takes the initiative to improve outcomes and explain the difference they have made.</p>	E	A, I
We RESPECT all communities; they are the heart of everything we do	<p>Respecting diversity and being inclusive: Is polite, helpful and inclusive towards people from our diverse community. Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service. Ensures that they and others value the diversity of all people they work with and takes this into account in developing the service.</p>	E	A, I
Additional Requirements	<p>To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice.</p> <p>To be willing, and able, to work and travel around and outside the borough to meet the demands of the role.</p> <p>Working unaccompanied in the public realm and open spaces throughout the borough. Ensuring compliance with the services lone working policy/procedure.</p>	E E E	A A A

	To comply with the requirement to carry out a DBS (Disclosure and Barring Service) check on this role.	E	A
--	--	----------	----------