



<b>Job Title:</b> Childminding and Out of School Development Officer	<b>Role Profile Number:</b> PCDN64
<b>Grade: M</b> <b>Salary:</b>	<b>Date Prepared:</b> February 2020
<b>Directorate/Group:</b> Children's/Education	<b>Reporting to:</b> Quality Development and Inclusion Lead
<b>Structure Chart attached:</b>	

### Job Purpose

- To provide advice, support and training to childminders in order to fulfil the requirements of the Early Years Foundation Stage
- To provide advice, support and training to out of school providers in order to fulfil requirements of the childcare register.
- To identify, assess and monitor childminders and out of school providers judged less than 'good' or those at risk of receiving an Ofsted outcome less than 'good'.
- To provide advice and guidance to childminders and out of school providers in order to ensure that disadvantaged children and/or children with SEND are identified and supported early and make good progress in their learning and development.

### Key Accountabilities

- To co-ordinate and prioritise childminder and out of school provider support in order to improve the quality of provision
- To identify training needs and deliver training and support as necessary within childminder and out of school sectors
- To work with the wider early years and childcare team to support the development and expansion of new early education and childcare provision in line with changes to government policy and priorities.
- To act on referrals for children with complex or additional needs to ensure appropriate partnership working and early support
- To contribute to the development of emerging policy and strategy in order to ensure that outcomes for the most vulnerable children improve

## **Supplementary Accountabilities**

- Carry out key accountabilities in accordance with the council's policies and procedures
- Ensure all work is developed and implemented in accordance with equal opportunities and diversity policies including diversity impact assessments.
- Maintain expertise, skills and knowledge pertaining to specified areas of strategic and operational activity.
- Maintain expertise in and understanding of the national and local legislative and policy requirements for early education and childcare.
- Flexibility to undertake reasonable tasks within the scope of the job role across other areas of Children's directorate as required.

## **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- At least three years post qualification experience working within Early Years Childcare.
- Good understanding of safeguarding children and recent relevant training.
- Detailed knowledge of early years and childcare, related legislation and guidance
- Knowledge of issues affecting the childminder and out of school sectors
- Experience and knowledge of SEND Code of Practice and supporting children with additional needs.

## **Qualifications**

- A qualification at level 3 or above in Early Years and Childcare
- GCSE or equivalent in Mathematics and English.

## **Decision Making**

- Making decisions regarding how to interpret and best summarise information gathered.
- Can actively identify and introduce improvements linked to areas of accountability.
- Is purposeful in evaluating practice, identifying priorities, and providing clear advice and recommendations.

## **Creativity and Innovation**

- Ability to present information in a variety of ways.
- Is able to both support and challenge in order to help improve perceptions and bring about improvements.
- Flexibility to meet the varying demands of the role.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b> None</p> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p>
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

This role will involve:

- Contact with Members, senior managers within SBC and the wider partnership including education and childcare providers and SENAT team through meetings and project groups to ensure agreement of strategies and approaches. For example direct contact with childminders and out of school managers
- The role will involve working with the DfE, Ofsted and other Local Authorities on a National and Regional basis.
- The role will involve work with local families through focus groups, meetings and events.

**Values and Behaviours**

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

**Other Key Features of the role**

- Requires use of IT, for example, word processing, report writing, e-mail.
- Requires access to mobile phone and computer/laptop (provided for work use)
- Involves lone working and travel.
- Enhanced DBS check will be essential.
- Requirement to work across wider Children’s Services directorate as appropriate

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name::</b>
<b>Date:</b>	