

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## **Wraparound Programme Manager**

Children and Young People's Service, People's Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

To enable West Northamptonshire Council to fulfil the DfE's requirement for all Local Authorities to support working parents of Primary School aged children who require wraparound provision (8am-6pm term time only) to be able to access childcare in their local area.

To undertake a strategic role in working with teams across the local authority, schools, families, childcare providers (including private providers, childminders, community and voluntary organisations and early years settings) to assess supply and demand of wraparound provision across West Northamptonshire.

Define needs, develop proposals, implement and deliver an expanded wraparound childcare provision that is accessible to children and families, including those with SEND, according to demand.

## **Accountable to:**

This role is accountable to the Early Years Lead, the role sits within Children & Young Persons Service, part of the People Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. To undertake a standalone role and work with autonomy within the Early Years team to develop, manage and monitor the Wraparound project for WNC. Strategically map current wraparound provision across West Northamptonshire Council in order to develop proposals to widen the care offered and manage this through to implementation.
2. Consult with parents/carers, providers and children about demand for wraparound childcare. Communicate the wraparound offer through existing channels to the public, wraparound childcare providers and other key agencies.
3. Provide business planning, marketing advice and guidance to new and existing early years childcare providers and schools to develop, support and sustain wraparound childcare provision for children from reception to year six.
4. Inspire, influence and motivate head teachers, governors, managers, lead partners, senior education leaders and early years/childcare practitioners to consider working in partnership or solely to development wraparound provision in their area by shared best practice models than can be adopted locally to achieve sufficiency of out of school provision.
5. Developing key processes to administer and allocate DfE capital and revenue funding to new and existing providers to expand wraparound care, in line with legal and financial regulations. Work closely with our finance officer and providers to complete funding applications and business plans to support development of high-quality, sustainable wraparound provision and to ensure that the programme is delivered within the budget allocation.
6. Provide ongoing monitoring, advice, support and challenge to providers to ensure high quality inclusive practice is maintained. Where poor practice is identified and reported through appropriate channels and improvements are set and monitored to ensure standards of performance are met.

7. Contribute to the development of cross-sector provider networks and support their effectiveness. To include working collaboratively within the local authority and with key external agencies to ensure joined up partnership working to meet individual needs of children and families. This will involve forming relationships between the local authority, local job centres, providers and community representatives.
8. Monitor and report on take up, availability, supply and demand and work with the DfE to provide ongoing accurate data to support with the monitoring and evaluation of the programme.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff	Essential	A, I
Strong interpersonal skills to be able to influence others including colleagues, senior managers and providers and the ability to work collaboratively with a range of practitioners and services	Essential	A, I
Ability to use data to develop and monitor provision	Essential	A, I
Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available	Essential	A, I, P
Ability to meet agreed objectives and delivery targets by the effective use of resources	Essential	A, I
Ability to communicate clearly and effectively using a range of methods and to maintain accurate records	Essential	A, I
Ability to work on own initiative and as part of a support team	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Understanding of current legislation and of relevant key local/national policies including those relevant to vulnerable children relating to wraparound provision	Essential	A, I
Working knowledge of Ofsted requirements and quality frameworks for wraparound childcare	Desirable	A, I
Working knowledge of SEND Code of Practice, Equality Act and the Children and Families Act	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Substantial experience of project management	Essential	A, I
Significant specialist direct experience linked to project management having worked through many work cycles and be able to advise and guide other authoritatively	Essential	A, I
Experience of evaluating, monitoring, and improving service quality	Essential	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
Educated to degree level or the equivalent professional qualification	Essential	A, D
GCSE Maths and English at Grade 4 or above	Essential	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	Band 09	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£48,378 - £51,571	<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	N/A	<b>Additional information:</b>	Fixed term contract

### Working conditions & how we work:

As part of this role, you will be expected to be engaging with the sector, conducting visits to schools and/or providers. When not traveling, you will be required to work either at home or within the office to attend meetings.

As such, this role has been identified as part-flexible worker type. This means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

## When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

### The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

