

Job Description

Job Title: Early Years and Childcare Adviser (School Age Childcare)

Main work base: Sunley House, Papworth Everard

Reports to: HAF (Wrap Around) Coordinator

Hours: 37 hours per week, 12-month fixed term.

Salary: £41,958

Overall purpose of the job

- Promote compliance and drive quality improvement in school age childcare by providing both face-to-face and remote support to ensure high-quality, sustainable provision.
- Design and deliver engaging training, including playwork, that meets the needs of the school age childcare sector.
- Provide settings with advice and support across all aspects of practice, including Playwork and the EYFS Safeguarding and Welfare Requirements.
- Support the inclusion of children in vulnerable groups, including those with SEND, within school age childcare provision.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	<p>Quality Improvement</p> <ul style="list-style-type: none"> ▪ Provide advice and support to registered school age childcare providers through visits, virtual support and networks. ▪ Identify and disseminate information and examples of good and effective peer support practice empowering settings to be self-sufficient. ▪ Work with Ofsted registered person/s to ensure understanding of the regulatory framework, particularly the EYFS Safeguarding and Welfare Requirements. ▪ Support and encourage inclusion of eligible children, including signposting towards funding and monitoring success. ▪ Assist and signpost early years and childcare providers in how to carry out safe recruitment and effective retention of staff, legal structures, governance models and data protection. ▪ Support and signpost providers to teams and tools in business planning and future sustainability of their provision.
2.	<p>Training and Facilitation</p> <ul style="list-style-type: none"> ▪ Deliver training and specialist bespoke packages, based on national and local priorities, around the Playwork and the Early Years Foundation Stage. ▪ Facilitate network meetings to update providers and promote discussion and peer support in the sector. ▪ Work flexibly in order to meet the needs of the school age childcare sector, including some evening and weekend work.

3.	<p>Partnership Working</p> <ul style="list-style-type: none"> ▪ Develop and sustain effective working partnerships with all agencies involved in services for school age childcare, children and families. ▪ Work collaboratively in the community with service providers to support effective practice and sector led models of improvements.
4.	<p>Professional Development</p> <ul style="list-style-type: none"> ▪ Identify personal and professional development needs relevant to the role. ▪ Maintain up-to-date knowledge of current legislation, national guidance, local policies and research. ▪ Ensure that all areas of work comply with the Council’s policies on equality, inclusion and anti-discriminatory practice. ▪ Contribute to the identification of ways to deliver more and better services, at less cost to the local authority and providers. ▪ Undertake any other duties as determined by the manager, appropriate to the grade of the post
5.	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>
6.	<p>Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.</p>
7.	<p>Safeguarding commitment <i>(Include for roles involving work with children/vulnerable adults)</i></p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

<i>Qualification</i>	Subject	Essential/ Desirable
Level 3 in a relevant subject or equivalent	Early Years and Childcare	Essential
Degree in a relevant subject or equivalent	Early years and Childcare	Desirable
Trainer qualification	Further Education or Adult Trainer	Desirable
Evidence of further study and/or personal development activities	Early Years and Childcare	Essential

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

Identify	Describe	Essential/ Desirable
Knowledge		
Up to date knowledge of the school age childcare sector	Recent experience and up to date knowledge of school age childcare practice (holiday scheme and/or wrap around) including playwork and what constitutes the inclusion of children with SEND.	Essential
Statutory guidance and legislation	Detailed and up to date knowledge of the statutory requirements and guidance relating to school age childcare and the wider early years sector	Essential
Vulnerable groups	A working understanding of the challenges for children in vulnerable groups and proven experience of responding to and supporting their needs	Essential
Skills		
Planning and Organisation	The ability to plan and keep high-priority tasks in focus in the face of other conflicting pressures and priorities.	Essential
Flexible and self-motivated	Ability to work flexibly in a variety of contexts, be self-motivated, self-confident and enthusiastic	Essential

Communication	Proven strong communication skills (both written and spoken) with children and adults. Ability to impact positively when faced with conflictual situations.	Essential
Interpersonal Skills	The ability to form and maintain positive working relationships with a wide range of people such as your organisation, providers, partners, local communities and other relevant organisations.	Essential
Confidentiality	Ability to remain sensitive and maintain confidentiality in all situations	Essential
Problem-solving and creative thinking	The ability to solve complex problems and to foresee and take appropriate, corrective action to address potential problems	Essential
IT	Proven IT skills with Microsoft Office, including Excel, Word and PowerPoint.	Essential
Challenge	Ability to provide challenge to meet both statutory and quality requirements.	Essential
Experience		
Working with school age children	Post qualification work experience with school age children in a school age childcare setting	Essential
Multi agency working	Experience of cross-sector multi-agency working (setting or child focused).	Essential
Training delivery	Experience and confidence with developing and facilitating training to a range of audiences	Desirable
Research and data	Experience of undertaking research and data analysis	Desirable
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks √

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid √	Field	Remote	Mobile
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