

# WRAPAROUND CHILDCARE OFFICER



## Role Profile

<b>Title</b>	Wraparound Childcare Officer	
<b>Grade</b>	GRADE E	
<b>Reference:</b>	NI64I	
<b>Reports to:</b>	Early Years Improvement Partner	
<b>Work style Definition</b>	Flexible Worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	To work in a collaborative manner with teams across the local authority, schools, families and childcare providers (including private, voluntary and independent providers (PVI) and childminders,) to assess and monitor the supply and demand for childcare places. To work with childcare organisations to retain and expand the number of childcare places across the city, including within wraparound provision. This includes offering/sourcing practical business support to new, established and closing organisations, ensuring that childcare is accessible to all children (0-14 years) and families, including those who are vulnerable and with SEND and supporting businesses to remove the barriers associated with expansion.	
<b>Key accountabilities and key measures</b>	<b>Role outcomes</b> <ul style="list-style-type: none"> <li>Co-ordinate the assessment and mapping of childcare sufficiency across the city (early years childcare and wraparound) and the writing of sufficiency assessments. This data would also support with the completion of DfE monitoring returns and other data/self-evaluation requests. 10%</li> <li>To lead the development of Wraparound care in the city in conjunction with the Early Years Improvement Partner. 15%</li> <li>Develop and implement strategies to support the childcare sector with the recruitment and retention of staff. 10%</li> <li>To work closely with the Early Years Improvement Partner, sufficiency coordinator, finance</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>Sufficiency audits are accurate, timely and informative and accessible.</li> <li>Information and data are available for monitoring purposes.</li> <li>The feedback, ideas and insights from all stakeholders is robust, used to inform business and programme planning and can be evidenced.</li> <li>Specified service targets are met within agreed timescales.</li> <li>The providers and the public can access information, advice and guidance regarding the recruitment and retention of staff and obtaining careers in childcare.</li> <li>All young children can access childcare, resulting in improved</li> </ul>

	<p>officers and providers to complete funding applications and business plans to support the development of high-quality, sustainable childcare provision. This includes involvement in the administration of DfE grants and monitoring and the evaluation of associated work. 10%</p> <ul style="list-style-type: none"> <li>▪ Consult with parents/carers, providers, and children about the demand for childcare and use the learning from this to inform practice. 10%</li> <li>▪ Inspire, influence, and motivate head teachers, governors, managers, lead partners, senior education leaders and early years/childcare practitioners to adapt and/or start new childcare businesses and register to take childcare entitlement funding for early years and wraparound and holiday provision. 10%</li> <li>▪ Provide business planning and marketing advice and guidance to new and existing early years childcare providers and schools in order to develop, support and sustain high quality and inclusive childcare provision for children from early years to school year six, especially vulnerable children and those with SEND for children 0-14 yrs old. This includes supporting settings to close their businesses. 10%</li> <li>▪ Develop cross-sector and sustainable provider networks to encourage collaboration and partnership working with each other, the local authority and other key external agencies. These networks will support the sector to provide high quality childcare, to identify and share models of best practice. This will involve forming relationships between the local authority, other local authorities, local job</li> </ul>	<p>educational and life outcomes. Take up rates improve.</p> <ul style="list-style-type: none"> <li>▪ Increased numbers of children 5 years and older can access wraparound care, including children who are vulnerable and with SEND.</li> <li>▪ 100% of schools are consulted regarding their wraparound provision.</li> <li>▪ 100% of childcare settings are consulted regarding their business models.</li> <li>▪ 100% specialist schools are consulted regarding their wraparound provision.</li> <li>▪ There is evidence of effective engagement with providers to secure high quality provision, resulting in increased childcare places and financial stability.</li> <li>▪ There is evidence of effective record keeping and report writing.</li> <li>▪ Work regards the safeguarding and welfare of children.</li> <li>▪ Work flexibly according to the needs of the service.</li> <li>▪ Alert managers to any issues that could affect performance.</li> <li>▪ Support the updating, administration and 100% return of the Providers Agreement.</li> <li>▪ To report any causes for concern relating to the welfare and safety of children.</li> <li>▪ Provider networks are in place and sustainable.</li> <li>▪ The skills and experience of other teams is utilised to progress the expansion of childcare.</li> <li>▪ Wraparound providers are supported/trained to provide high quality childcare for older children.</li> </ul>
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	<p>centres, providers and community representatives. 15%</p> <ul style="list-style-type: none"> <li>Write and implement communication and marketing strategies that promotes the childcare wraparound offer and childcare entitlements to parents/carers, in conjunction with the Early Years Improvement Partner. 10%</li> </ul>	<ul style="list-style-type: none"> <li>The administration, monitoring and evaluation of grant payments are robust.</li> </ul>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>To continuously assess the availability of childcare for children 0-14 years old across Plymouth, for vulnerable children and those with SEND. This includes producing comprehensive sufficiency information (in conjunction with the Early Years Improvement Partner, Improvement Team and Sufficiency Co-ordinator) to inform planning, progress reports, business plans and information requests and to evaluate the effectiveness of work, in accordance with the Data Protection Act. 20%</li> <li>To provide information, advice and guidance to the childcare sector, through the dissemination/ sourcing of robust and sector specific business planning and marketing information. This provision could be provided through external means and/or in person, to support new and existing childcare providers and schools to develop and sustain high quality and inclusive childcare provision for children from early years to school year six, especially vulnerable children and those with SEND. This includes the development of wraparound care. 20%</li> <li>To consult meaningfully through surveys and face to face meetings and work in partnership with parents, the childcare sector, training providers, the Department for Education and the Department for Work and Pensions to develop sophisticated and innovative solutions to address the barriers to the expansion of childcare. This includes developing and implementing strategies to encourage more people to work in childcare, including childminders and apprenticeships. 20%</li> <li>To develop, write, deliver and monitor marketing and communication strategies aimed at providing information, advice and guidance to parents/carers ref: childcare and entitlements. This includes updating websites and using social media. 10%</li> <li>To work in person with schools and private, voluntary and independent/ community organisations to develop a bespoke programme of support for the wraparound sector. This will include, not limited to, business support, the encouraging of Ofsted registration, access to play-work training and quality assurance programmes. 20%</li> <li>To have the ability to work independently and be able to react to unexpected events, use own initiative and make decisions when dealing with difficult situations without reference to senior colleagues, when appropriate to do so. 10%</li> <li>Carry out other duties appropriate to the grade of the post, including deputising for the Early Years Improvement Partner.</li> </ul>	

<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Extensive knowledge of childcare, business types, legal structures and support needed.</li> <li>▪ Knowledge of factors needed for delivering high-quality childcare and positive outcomes for children.</li> <li>▪ Knowledge of the performance information required to inform decisions relating to childcare.</li> <li>▪ Experience of collating and analysing data, presenting statistics and data in a variety of formats.</li> <li>▪ Understanding of project management.</li> <li>▪ Experience of multi- agency and partnership working.</li> <li>▪ Knowledge and understanding of relevant local authority Statutory Guidance, Government and Plymouth City Council corporate priorities.</li> <li>▪ Knowledge of the data required to fully analyse and monitor childcare sufficiency.</li> <li>▪ 2 GCSE's (A*-C or 9-4) in English and Maths or equivalent.</li> <li>▪ Working knowledge of how to conduct a research project and compile a report with recommendations and actions.</li> <li>▪ Significant knowledge and application experience of Microsoft Office and Excel.</li> <li>▪ Ability to ensure work projects and activities are delivered to the required standards and within the specified time constraints.</li> <li>▪ Knowledge of the Data Protection Act, GDPR and confidentiality.</li> <li>▪ Demonstratable commitment to Continuous Professional Development.</li> <li>▪ Knowledge and understanding of child protection, safeguarding and inclusive practice.</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Business Qualification at level 4 or above, or equivalent.</li> <li>▪ A Social Research qualification or working towards relevant qualification.</li> <li>▪ A Full driving Licence.</li> <li>▪ Knowledge of early years, wraparound care, schools and academies, and education.</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in the childcare sector.</li> <li>▪ Experience of supporting a variety of businesses.</li> <li>▪ Experience of quality assurance/improvement strategies used within childcare.</li> <li>▪ Experience of collating, analysing, interpreting and presenting data and information in various ways for a variety of audiences and purposes.</li> <li>▪ Proven experience of manipulating large amounts of data in logical, accessible and useable ways.</li> <li>▪ Experience of organising, facilitating, managing groups and chairing meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Experience of using IT systems including Microsoft Office (Word, Excel, PowerPoint) to present statistical information.</li> <li>▪ Experience of working with others to generate and produce assessment data for reports and surveys.</li> <li>▪ Demonstrable experience of working in administrative, confidential and sensitive data management environments.</li> <li>▪ Experience of delivering work within time pressured environments.</li> <li>▪ Experience of providing a customer focused service.</li> <li>▪ Experience of communicating in a variety of ways with a range of audiences.</li> <li>▪ Experience of using numeracy skills to undertake calculations such as percentages and formulas.</li> <li>▪ Experience of using local authority data systems, portals and websites.</li> <li>▪ Experience of multitasking as priorities and situations change.</li> <li>▪ Experience of negotiating and dealing successfully within testing circumstances.</li> <li>▪ Experience of taking the recommendations from data and using it clearly and concisely in reports.</li> <li>▪ Experience of working within a team.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Understanding of adult and children safeguarding requirements and procedures applied to manage them.</li> <li>▪ Experience of project management.</li> <li>▪ Experience of running their own business.</li> <li>▪ Knowledge and understanding of financial procedures, processes and systems including council financial systems.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Have developed analytical skills that can analyse and interpret complex information for example the collation of statistical information for Governmental Statutory returns, surveys and council reports.</li> <li>▪ Is skilled at developing effective working relationships with colleagues and clients.</li> <li>▪ Can effectively communicate in order to exchange complex information with a range of audiences, using a variety of means.</li> <li>▪ Has developed professional negotiation skills and has the ability to work collaboratively with a range of people such as senior managers, head-teachers, directors etc.</li> <li>▪ Has problem solving skills in order to solve a variety of issues relating to service delivery.</li> <li>▪ Keyboard skills are required with considerable demand for precision and speed to input data and create reports and statistical information.</li> <li>▪ Lengthy periods of concentrated mental attention are a feature of this role, as the postholder will be required to write reports and analyse data.</li> </ul>

	<ul style="list-style-type: none"><li>▪ This work can be complex with conflicting demands and unavoidable interruptions requiring this postholder to have the skills and confidence to rearrange and prioritise tasks.</li><li>▪ Ability to work with sensitive information and maintain an appropriate level of confidentiality.</li><li>▪ Has a commitment to continuous personal and professional development.</li></ul>
<b>Corporate standards</b> <ul style="list-style-type: none"><li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li><li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its policies and procedures.</li><li>▪ Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures.</li><li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li></ul>	