


<b>Profile Title:</b>	Childcare Quality Improvement Officer	 <b>BARNSLEY</b> Metropolitan Borough Council			
<b>Reports to:</b>	Childcare Senior Quality and Projects Officer				
<b>Employee Supervision:</b>	None	<b>Grade:</b>	<b>L3: 5</b> <b>L4: 6</b> <b>L5: 7</b>	<b>Profile Ref:</b>	<b>L3: 91927</b> <b>L4: 92688</b> <b>L5: 92689</b>
<b>Purpose of the Post</b>					
<p>To provide support, advice and guidance to a range of childcare providers, including advice on current legislative requirements within childcare, early years and play. The post holder will broker linkages with professionals, including health to improve quality within childcare settings.</p>					
<b>Responsibilities</b>					
<p><b>All Levels</b></p> <ul style="list-style-type: none"> <li>Co-ordinate locality forums to share best practice amongst childcare providers including those who offer placements to disabled children and those with complex health needs.</li> <li>Deliver awareness sessions, toolkit briefings, agreed training sessions and updates on legislative changes as and when required, including updates on special educational needs reforms.</li> <li>Produce articles newsletters, the Council's web pages and social media.</li> <li>Deliver, challenge and support to childcare settings, including assessing quality improvement programmes and associated documentation. Provide targeted advice to those settings identified as requiring intensive support - or be responsive to complex or sensitive issues as they arise.</li> <li>Collaborate with external and internal organisations to develop services for children.</li> <li>Support the implementation of government grants. Implement national initiatives and projects which may include the use of nationally recognised assessment systems for monitoring progress.</li> <li>Periodically gather 'best practice examples' to promote Barnsley regionally and nationally.</li> <li>Implement a range of toolkits and checklists for childcare providers to meet the necessary statutory welfare requirements.</li> <li>Represent the service at panels to discuss applications for children's welfare and/or grants to support their care, as required.</li> <li>Annually evaluate the services offered</li> </ul> <p><b>Level 3 Qualified Staff Specific Duties to Those Set Out Above</b></p> <ul style="list-style-type: none"> <li>Provide professional advice, support and guidance to local childcare providers in relation to childcare, early years and play and basic inclusion; encouraging settings to self assess and foster a culture of reflective practice to improve quality of provision.</li> <li>Support childminders, out of school clubs and pre-school playgroups.</li> </ul> <p><b>Level 4 Qualified Staff Additional Duties to Those Set out Above</b></p> <ul style="list-style-type: none"> <li>Support children with disabilities and complex health needs accessing childcare settings; liaising with other professionals and parents and operate within statutory frameworks and timescales.</li> <li>Provide professional advice, support and guidance to all types of settings relating to children</li> </ul>					

accessing with disabilities and complex health needs.

- Review childcare and inclusion policies and procedures, including providing exemplars for the childcare sector to expand and personalise to their individual setting.
- Design a range of toolkits and materials that meet the necessary statutory welfare requirements.

#### **Level 5 Qualified Staff Additional Duties to Those Set out Above**

- Provide professional advice, support and guidance. To support all settings including those with a government aim of having a graduate led workforce.
- Provide appropriate advice, guidance and support to business owners wishing to start up new childcare provision, including advice on the settings environment, developing new policies, meeting statutory requirements and general updates re current government initiatives.
- Provide Duty Management cover, as required, within the Family Centre network.

<b>Education and Training</b>	<b>Measure</b>	<b>Rank</b>
• Level 3 in Early Years and Childcare or Play (Grade 5)	A/C	E
• Level 4 in Early Years and Childcare or Play or related discipline in inclusion (Grade 6)	A/C	E
• Relevant Level 5 or Foundation Degree in Early Years or Childcare (Grade 7)	A/C	E
• Safeguarding Training, including Designated Lead	A/C	E
• Adult training qualification	A/C	D
<b>Relevant Experience</b>	<b>Measure</b>	<b>Rank</b>
• Substantial experience of professional advice, guidance and support to the childcare sector	A/I/	E
• Significant experience of contributing towards policy and procedures and toolkits	A/I	E
• Substantial experience of inclusive play and practice (Lv4 plus qualified post holders)	A/I	E
• Experience of working sensitively with highly confidential information	A/I	E
• Significant experience of multi-agency working	A/I	E
• Significant experience of and working to strict deadlines	A/I	E
• Significant experience of co-ordinating and delivering briefing sessions, training and events	A/I/P	E
<b>General and Special Knowledge</b>	<b>Measure</b>	<b>Rank</b>
• Excellent working knowledge of relevant legislation	A/I	E
• Extensive knowledge of good practice within relevant discipline.	A/I/P	E
• Knowledge of I.T systems to support training, events, awareness sessions and assessment of statistics from project initiatives	A/I/T	E
• Knowledge of safeguarding and promoting the welfare of children	A/I	E
• Knowledge of the pressures facing local government and the impact of national policies on the relevant disciplines of the role	A/I	E
• Knowledge of partnership working practices and principles	A/I	E

Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> <li>Well developed ability to manage a challenging workload under pressure and to deadlines, using own initiative to prioritise work using effective time management skills</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Excellent communication, interpersonal and facilitation skills with the ability to work with a variety of internal and external stakeholders</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to be self-motivated and work both as part of a team or on own initiative with minimal supervision to deliver agreed targets and improve outcomes for children</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to produce quality documentation, ensuring they are suitable for particular audiences</li> </ul>	A/I/T	E
<ul style="list-style-type: none"> <li>Willingness to adapt to change and manage and communicate government changes positively. Contribute towards problem solving</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to plan and organise events and briefings on best practice and current legislation changes</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to carry out research and review policies and procedures</li> </ul>	A/I/T	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> <li>Provide duty management cover within Family Centre Network</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Willing to undertake training and continuous professional development in connection with the post</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Work in accordance with the council's values and behaviours</li> </ul>	I	E
<ul style="list-style-type: none"> <li>Able to undertake any travel in connection with the post</li> </ul>	A/I	E