

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Wraparound Care Coordinator |
| HBC Grade: |  |
| Service: | Children’s Services |
| Division: | Children’s Education, Inclusion & Provision |

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| **Main Purpose of the Role** |
| The government’s ambition is that by 2026, all parents and carers of primary school-aged children who need it will be able to access term time childcare in their local area from 8am-6pm, so that parents can access employment and improve labour market participation.  To support this ambition, the government announced that it will provide up to £289 million of start-up funding over two academic years to support local authorities and providers in England to introduce or expand childcare provision on either side of the school day, which parents of primary school-aged children will be able to pay to access. This role will involve working in a collaborative manner 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 and expand wraparound childcare provision that is accessible to children and families, including those with SEND. |

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| **Key Duties** | |
| **1** | Undertake the mapping of current wraparound provision across the county and consult with parents/carers, providers, and children about demand for wraparound childcare. |
| **2** | Provide business planning and marketing advice and guidance to new and existing early years childcare providers and schools to develop, support and sustain childcare provision for children from reception to year six. |
| **3** | Inspire, influence, and motivate head teachers, governors, managers, lead partners, senior education leaders and early years/childcare practitioners. |
| **4** | Work closely with our finance officer and providers to complete funding applications and business plans to support development of high-quality, sustainable provision. |
| **5** | Provide ongoing monitoring, advice, support and challenge providers to ensure high quality inclusive practice is maintained, improvements are monitored and poor practice is reported through appropriate channels. |
| **6** | Identify and share models of best practice. |
| **7** | Contribute to the development of cross-sector provider networks and support their effectiveness. |
| **8** | Work 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. |
| **9** | Communicate the wraparound offer through existing channels to the public, wraparound childcare providers and other key agencies. |
| **10** | 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. |
| **11** | Key Accountabilities:   1. Specified service targets within agreed timescales. 2. Improving educational and life outcomes for all young children. 3. Effective engagement with providers to secure high quality of provision. 4. Effective record keeping and report writing. 5. Safeguard the welfare of children. 6. Work flexibly according to the needs of the service. 7. Alert Early Childhood Services Managers to any issues that could affect performance. |
| **12** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Qualified to Level 3 in Play work, Youth Work or equivalent.   1. Understanding and knowledge of safeguarding practice. 2. Working knowledge of SEND Code of Practice, Equality Act and the Children and Families Act. | Relevant Educational Leadership and Management qualification, such as:  NPQSL  NPQH  Master’s Degree (Education or Early Years related) | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **Essential** | Substantial experience of leading and managing high quality wraparound provision. | Understanding of current legislation and of relevant key local/national policies including those relevant to vulnerable children relating to wraparound provision. | A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff. | Application / Interview /Assessment |
| Experience of project management. | 1. Working knowledge of Ofsted requirements and quality frameworks for wraparound childcare. | 1. Strong interpersonal skills to be able to influence others including colleagues, senior managers and providers. | Application / Interview /Assessment |
| Experience of collaborative work with a range of practitioners and agencies. | 1. Understanding and knowledge of safeguarding practice. | Ability to use data to develop and monitor provision. | Application / Interview /Assessment |
| Experience of working with parents/carers. | 1. Working knowledge of SEND Code of Practice, Equality Act and the Children and Families Act. | Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available. | Application / Interview /Assessment |
| Experience of safeguarding children. | Knowledge and understanding of Free Early Years Entitlement Offer and sufficiency duties. | Ability to meet agreed objectives and delivery targets by the effective use of resources. | Application / Interview /Assessment |
| Experience of evaluating, monitoring and improving service quality. |  | Ability to communicate clearly and effectively using a range of methods. | Application / Interview /Assessment |
|  |  | Ability to maintain accurate records. | Application / Interview /Assessment |
|  |  | Ability to work collaboratively with a range of practitioners and services. | Application / Interview /Assessment |
|  |  | Ability to promote inclusion and equal opportunities. | Application / Interview /Assessment |
|  |  | Ability to recognise and respond to safeguarding issues in line with relevant policies. | Application / Interview /Assessment |
|  |  | To have a positive “can do” attitude.  Demonstrate resilience and optimism. | Application / Interview /Assessment |
|  |  | Good ICT skills including Microsoft office and other computer applications. | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| To be able to work under own initiative and as part of a wider support team. |  | Interview / Assessment / Documentation |
| Some weekend/out of hours work may be required to undertake training and other activities. |  | Interview / Assessment / Documentation |
| The role will involve regular travel across the borough and sometimes further afield. Therefore, the post holder must have a driving licence and access to a vehicle. Where necessary, reasonable adjustments will be made in accordance with the Equality Act. |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.