



Job description	
Job title	Quality Assurance Officer (Out of Schools Hours sector)
Grade	J
Directorate	Children's Services - Education Improvement and Inclusion
Section/team	Early Years Team
Accountable to	Wraparound Coordinator and Development Officer (Out of Schools Hours sector)
Responsible for	N/A
Date reviewed	June 2024

Purpose of the job

Knowsley Early Years Service works to build capacity within children, families, and communities through the provision of high-quality accessible universal services and a preventative Early Help offer that will start to break the intergenerational cycles of disadvantage and dependency. Knowsley Early Years will ensure every child grows up in a nurturing environment, with access to public service support helping children to fulfil their potential as they move into primary and secondary education.

To ensure that the Council meets the requirements of the relevant duties within the Childcare Act by providing support, advice and guidance to the Early Years and Childcare (0-18) Sector in a Locality Area; through:

- Promoting better outcomes for children within the sector;
- Monitoring of, and reporting on, the effectiveness of the sector and improving outcomes for children through strong partnership working;
- Providing support advice and guidance to the sector to implement agreed actions to promote compliance with the Early Years Foundation Stage Framework, Ofsted Framework and KMBC Safeguarding children's partnership;
- Providing specialist support, as identified to provision which has received an Ofsted Judgement below 'Good'.
- To provide a Quality Assurance support to the Out of School sector including Childminders, schools, PVI's and after school clubs.
- To support the Early Years Service Leadership Team in the co-ordination:
 - Specialism 1 – Early Years and Childcare Sector Workforce requirements and support Early Years Service Officers in the delivery of any such activities or events;
 - Specialism 2 - Development and implementation of Quality Assurance process of the Out of School provision
 - Specialism 3 - Development of the Early Years and Childcare Sector Ofsted Requirements and Pathways to Registration requirements.



- Specialism 4 - Development of wrap around offers

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To provide universal support, advice and guidance to the out of school hours sector including Early Years Foundation Stage, EYFS Statutory Framework; national and local legislation.
2. To develop, plan and implement targeted support with identified provision to support them to be at least 'good' as defined by Ofsted through developing practitioner's knowledge and improving their practice.
3. To support the Wraparound Coordinator and Development Officer (Out of Schools Hours sector) to facilitate the development and delivery of Out of School/Wraparound Networks.
4. To support the Early Years Leadership Team to ensure new provision is compliant with Ofsted requirements.
2. To facilitate opportunities for the sector's practitioners to develop their knowledge and improve practice via the planning and delivery of training and workshops.
3. To champion Early Help Assessment processes and support the sector in effective partnership working with internal and external agencies to ensure providers can meet the needs of children and families.
4. To keep updated with local and national new and relevant research and good practice guidance; to inform the sector and to disseminate using a variety of media.
5. To input and maintain accurate record systems, using computerised systems to effectively ensure performance management.
6. To participate in learning and development activities as required.
7. Fulfil personal requirements where appropriate with regard to organisational policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security, work standards and promotion of the organisation's core values.
8. Abide by the objectives and targets of the organisation, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.



9. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
10. To work flexibly to meet the needs of the service. This will include working from any service base as required as well as some early mornings, evenings and weekend work.. All staff within the service may be required to work across the whole of the Borough.
11. To undertake relevant training to ensure the Council's Emergency Rest Centre (provision of childcare) Plans are effective; and to participate as required in the delivery of an Emergency Rest Centre as directed by Council's Risk and Resilience Manager.
12. Other duties commensurate with the grading of the post as determined by the Out of School Development Officer.

Health and safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.



Knowsley Council