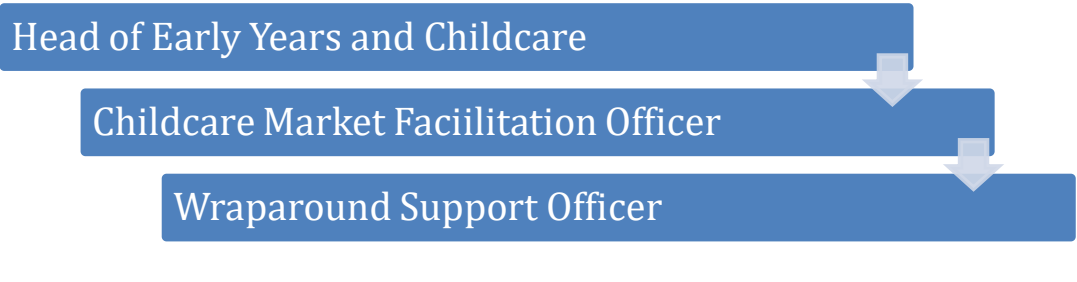


Job Description

Department:	People and Communities
Division/Section:	Education / Early Years and Childcare
Job Title:	Wraparound Childcare Support Officer
Post No:	014853
Grade:	8
Reports to:	Childcare Market Facilitation Officer
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD A[Head of Early Years and Childcare] --> B[Childcare Market Facilitation Officer] B --> C[Wraparound Support Officer] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: None No. of indirect reports: None
Size of budget: (Per annum)	- state whether <i>accountable</i> for (i.e., budget holder) or <i>accounting</i> for (e.g. monitoring) None
Job Purpose:	<ul style="list-style-type: none"> Assist the Childcare Market Facilitation Officer with the completion of the Wraparound Childcare Sufficiency Assessment / Market Position Statement in Peterborough to allow identification of any gaps in the childcare market. Support the development of the wraparound market, working in

	<p>partnership with key stakeholders, including parents, children and young people, schools and the Private, Voluntary and Independent [PVI] Sector</p> <ul style="list-style-type: none"> • Assist with regularly updating and monitoring the results of the sufficiency assessment as detailed in the Childcare Act 2006 and support the expansion of the childcare offer, including children with SEND
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Main Duties and Responsibilities:

1. Work with childcare providers and schools in Peterborough to gather and collate up to date information that will support the Wraparound and Childcare Sufficiency Assessment and development of the Market Position Statement.
2. Assist with consultations with all stakeholders including schools, Job Centre Plus, parents and children to obtain key information for the sufficiency assessment in line with Government guidance documents.
3. Assist with collating information from organisations and external partners with an interest in wraparound childcare to support analysis of demand for childcare in Peterborough.
4. Compile and present information gathered from a variety of sources in a clear and concise format so it can be easily understood and included in the sufficiency assessment.
5. Work with the Childcare Market Facilitation Officer and the Settings Finance Officer to support the establishment of a funding application process and to support its administration and monitoring.
6. To support providers to develop robust business plans to support the development of high quality, sustainable provision.
7. Identify and share models of good practice in respect of wraparound childcare.
8. Contribute to the development of cross sector provider networks and support their effectiveness
9. Prepare reports relating to the progress of the development of the wraparound services to present to appropriate governance and management groups.
10. Preparation of data to feed into an electronic mapping system (G.I.S.)
11. Assist with the review of assessments and establish processes to enable timely updates of information.
12. Help communicate the wraparound offer through existing channels to the public, wraparound childcare providers and other key agencies
13. Assist with developing links with all partner agencies whose families may have links with i.e. Health; Housing; Child Development Centre; Children’s Social Care etc. to support childcare take-up
14. On a regular basis manage the NurseryEducationFunding email inbox and respond to simple requests. Identify and escalate complex request to either the Finance Officer or Childcare Market Facilitation Officer.

15. Assist with Census information on an annual basis. This includes collection of information checking and uploading to Government system.	
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<ul style="list-style-type: none"> This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder. <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 11 Dec 2023 **COMPLETED BY:** Pam Setterfield, Head of Early Years and Childcare

Person Specification

Job title:	Wraparound Childcare Support Officer	Directorate:	People and Communities
Grade:	tbc	Service / Team:	Education, Early Years and Childcare Services
Date:	11 Dec 2023	Completed by:	Pam Setterfield, Head of Early Years and Childcare

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of different research tools and methodologies. • Knowledge of different information gathering processes • Knowledge of the DfE guidelines for the delivery of Wraparound Childcare Services, and understanding of the sufficiency duty for Local Authorities • Working knowledge of Ofsted requirements and quality frameworks for wraparound childcare • Knowledge of the SEND Code of Practice, Equality Act, Children and Family Act and Childcare Act 2006 	<ul style="list-style-type: none"> • An understanding of the Early Years and Childcare sector
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to set up systems to collect and process data. • Able to assess financial applications and business plans to ensure they meet established criteria • Well-developed oral communication skills, including the ability to match style, language and tone to specific audiences • Ability to implement systems to regularly review and monitor the 	<ul style="list-style-type: none"> • Able to undertake sector training relating to systems, processes and the childcare offer.

	<p>Childcare Sufficiency Assessment procedures.</p> <ul style="list-style-type: none"> Well-developed interpersonal skills, including the abilities to empathise, establish trust and build rapport with partners Well organised, with an ability to maintain accurate records Ability to work on own initiative, as well as part of a team. Ability to demonstrate commitment to the implementation of the Council's vision, mission and values statement Well developed IT skills. 	
EXPERIENCE	<ul style="list-style-type: none"> Experience of project management Experience of collection and analysis of information. Experience of using I.T Applications Experience of undertaking a substantial piece of research Experience of working with a range of partners and organisations 	
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to A level standard. Have access to a vehicle, or be able to travel around Peterborough 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Willingness to work evenings, when necessary. 	
EQUALITY	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)</p>	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care (A & I)</p>	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]

	Date Issued: February 2017	Last updated: June 2023
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