

Job Description

DIRECTORATE:	Education and Family Support
DEPARTMENT:	Early Years and Childcare Team
POST:	Childcare Development Officer
GRADE OF POST:	Grade 9
RESPONSIBLE TO:	Quality and Impact Team Manager

JOB PURPOSE:

Childcare Development Officers, as part of the Quality and Impact Team, are key to supporting Early Years and Childcare providers across the county to continuously improve the quality of care and education offered in their settings to ensure better outcomes for children.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Act as the first point of contact for all childminders, out of school providers and any settings not registered as Early Education or Flying Start providers, giving advice and support on a broad range of matters, including but not limited to:
 - Leadership and Management
 - Learning environments
 - Curriculum and Pedagogy
 - Observation and Assessment
 - Inclusive Practice
 - The National Minimum Standards
- Work with all members of the Quality and Impact Team to devise and deliver a comprehensive Training Programme for childcare workforce in Bridgend County Borough Council, providing colleagues in settings with a wide range of opportunities to access mandatory training and courses of professional interest.
- Offer an area of professional expertise, to be agreed with the Quality and Impact Team Manager, and to disseminate this knowledge to colleagues in settings through delivering training and workshops, carrying out setting visits and modelling good practice.
- Contribute to the development of high-quality documents relating to best practice in early years and childcare, including model policies, guidance on pedagogy and practice, quality assurance materials and audit tools.
- Carry out joint Quality Assurance visits to settings with colleagues from the Quality and Impact Team.

- Support settings in receipt of grants or Local Authority funding to evidence their use of the grant. Carry out regular monitoring visits to ensure that all funding is being spent effectively and in accordance with agreed Terms and Conditions.
- Participate in working groups, contributing to the development of strategies and plans relating to quality in early years and childcare.
- Undertake any other duties that may reasonably be requested, commensurate with the funding and grading of this post.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Childcare Development Officer

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (✓).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> Educated to degree level or with equivalent and relevant experience in childcare or a related sector. 	Yes	Production of original Qualification Certificates and application form
Knowledge & Experience	<ul style="list-style-type: none"> Knowledge of current Welsh legislation and regulations relating to childcare, including excellent knowledge of the CSSIW (Care and Social Services Inspectorate for Wales). Sound knowledge of safeguarding and the Wales Child Protection Procedures. Significant experience of working in the field of childcare and early years services either in the statutory, private or third sector. Demonstrable experience of developing the practice of others. Understanding of the importance of confidentiality. A well-developed understanding of effective practice and pedagogy in Early Years and Childcare settings 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> • Experience of writing and delivering training. 	Yes	
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to form constructive working relationships with colleagues in own and other agencies. • Demonstrable commitment to achieving positive outcomes for children and young people. • Ability to communicate clearly and effectively. • A good working knowledge of Microsoft Office apps • A commitment to own professional development and a pro-active approach to remaining abreast of sector developments • Resilience and integrity. • Initiative and a 'can do' approach • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>