| Role Structure | Role Details |
| --- | --- |
| Directorate: | Children & Young People |
| Grade: | HC06 |
| Location: | Hereford |
| Responsible to: | Wraparound Lead, Sufficiency and Business Manager |

# Job Description

# Wraparound and Early Years Support Officer

**Directorate Children and Young**

**People**

## Main purpose of the role

To support the Wraparound Lead, Sufficiency and Business Manager to ensure there is sufficient high quality and sustainable early education and childcare provision across the county to deliver the Government’s wraparound children ambition by 2026, through extensive collaborative working with a wide range of stakeholders across the maintained, private, voluntary and independent sector.

To work as part of a small skilled team to provide a high quality support to the team and associated team tasks as required and in doing so, keep trackers and all data associated with tasks up to date.

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * Accountable for their work and should ensure that work output is of the highest quality and in accordance, where appropriate, with current/legislation/Council standards | * Daily |
| * Responsible for their own continuous self-development in order to enhance their own performance and expected to undertake relevant training and development | * Daily |
| * Monitoring the mailboxes and ensuring that everything is dealt with in an efficient way as possible to ensure tasks are actioned and completed | * Daily |
| * Plan activity that supports growth of future demand, for example, improved communication with parents and advice on use of Universal Credit and Tax-Free Childcare: delivering and sharing DfE messages to parents, providers, stakeholders, LA colleagues and prospective EY workers. Signpost and promote DfE messages to all | * Weekly |
| * Understand the market and promote the availability of wraparound childcare in Herefordshire to both providers and parents | * Daily |
| * Signpost and offer and advice and support to providers for example; Ofsted registration, workforce considerations; qualifications, training, ratios, environment, quality of provision, payment mechanisms and contracts, space and facilities | * Daily |
| * Support on grant processes; communications, applications, draft letters, responses to applications, organisation of applications etc. | * Daily |
| * Lead on the setting up of grant panels, distributing completed applications to the panel, recording decisions, distribution of grants | * When required |
| * Support with the follow up of grant impact; monitoring of how the grant is spent and the increase it has had to wraparound availability. Reporting on this to wraparound and SLT | * Monthly |
| * Contribute to the allocation of grant funding using agreed criteria, following a transparent process for dispersing funding to childcare providers and ensuring robust funding agreements are in place | * When required |
| * Use data and mapping information to support with the allocations of funding | * Daily |
| * Responsible for administering payments to wraparound childcare providers | * weekly |
| * Work with other stakeholders such as job centres to understand the potential for further unmet demand | * Monthly |
| * Ensure that systems are in place to receive and respond to incoming Ofsted data and update (Ofsted feed: Childcare Directory) | * Monthly |
| * Write, deliver and signpost to training to upskill and support new staff to wraparound | * Monthly |
| * Organise training schedule, advertising, communication, briefings and communications to settings | * Weekly |
| * Work with other LA colleagues and stakeholders to share messages about wraparound provision | * Weekly |
| * To undertake specific projects/ tasks that may be delegated by the Directorate Support Teams Managers & Heads of Service, Wraparound lead etc. | * Daily |
| * Tracking and monitoring EEF take up in the EY SEN Caseload – including attending panels. * Using systems to track the EY SEND cohort into primary school and how funding impacts areas such as attendance | * Monthly/Daily |
| * Supporting the EYIO to ensure that children with EY SEND can access the EEF/wraparound hours that they are entitled to | * As required |
| * To deal with and ensure the confidentiality at all times of sensitive information relating to grants, sufficiency, business plans | * Ongoing |
| * To undertake other duties as may be assigned, commensurate with the nature of the job and its level of responsibility | * As required |
| * To demonstrate flexibility with work commitment in-line with wider service need and demand | * As required |

**Person Specification**

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * A level qualification or equivalent experience | Essential | A |
| * Degree level qualification or equivalent experience | Desirable |  |
| * Evidence of continual professional development | Essential | A, I |
| * Experience or knowledge of working in early years settings | Desirable | A, I |
| * Level 5 Business Support (or ability to undertake in the role) | Desirable | A, I |
| **Experience & Knowledge** | | |
| * Experience of planning, analysis and implementation | Essential | A, I |
| * Knowledge and experience of the early years sector, including SEND | Essential | A, I |
| * Experience of partnership and multi-agency working and working across organisational boundaries | Essential | A, I |
| * Experience of providing high quality expert information, advice and guidance to a range of stakeholders and providers | Essential | A, I |
| * Experience of managing a team | Essential | A, I |
| **Skills and Abilities** | | |
| * In depth understanding of relevant legislation and current local developments and strategic priorities, including in the area of EYFS, Early Years initiatives and business activity | Essential | A, I |
| * Strong analytical skills and ability to plan long-term | Essential | A, I |
| * Understanding of local need to assess conflicting priorities, perspectives, benefits and risk on a course of action | Essential | A, I |
| * Ability to navigate political sensitivities and advise members and senior leaders as necessary using sound judgement skills | Essential | A, I |
| * Ability to form effective multi-agency relationships and contribute to creative approaches to make the best use of public funds | Essential | A, I |
| * Excellent negotiating and influencing skills | Essential | A, I |
| * Excellent leadership and management skills | Essential | A, I |
| * Ability to present and communicate highly complex statistical and analytical information to a wide range of audiences | Essential | A, I |
| * A commitment to an inclusive/enabling response to meeting the needs of children with additional needs | Essential | A, I |
| * Excellent communication skills, both written and verbal at all levels | Essential | A, I |
| **Other Factors** | | |
| * have the ability to travel throughout the county to under the role | Essential | A, I |
| * This post is subject to enhanced DBS clearance and you will be asked to apply for a Disclosure certificate if you are offered the position | Essential | A, I |
| * Able to communicate effectively with a range of stakeholders | Essential | A, I |
| * Able to respond to a changing pattern of demand at work which can be unpredictable and unplanned requiring constant shifts in priority | Essential | A, I |
| * Able to use initiative and be proactive | Essential | A, I |
| * Excellent interpersonal skills, able to work independently and as part of a team | Essential | A, I |
| * Able to lead by example with a positive attitude to problem solving; innovative and flexible approach to challenges | Essential | A, I |
| * Able to empower, motivate, support, advise and empathise with others – building on organisational and individual strengths | Essential | A, I |
| * Committed to achieving the best outcomes for children and young people – taking responsibility, being professionally curious and holding self and others to account | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.