**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Early Years & Childcare Provider Development Officer |
| **Job Reference** | 17136 |
| **Grade and Salary** | 6 – £39,513 per annum (pro rata if part time)This role includes performance related pay progression |
| **Service and Team** | Early Years and Childcare  |
| **Location** | Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BXWest Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU orRiverside, 4 Canning Road, Lowestoft, Suffolk, NR33 0EQ – Hybrid  |
| **Hours per week** | 29.6 |
| **Status** | **Permanent**  |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*

All flexible working preferences will be considered alongside the individual demands and nature of the role. |

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| **About us** |

The responsibility of the Children and Young People’s Directorate (CYP) is to ensure the safety, well-being and learning of children and young people. To do so we need to “make every intervention count” to create impact and bring about sustainable change for children, young people and their families where need is identified. We are determined to continuously improve our services by working in partnership to ensure that our work is high quality and effective.

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| **Main purpose of the job** |

The Provider Development Officer will work collaboratively with the Early Years and Childcare Quality and Access team to commission and/or deliver specific training for early years childcare providers in the private, voluntary and independent sector.

You will provide information, guidance and advice to support their continuous development and to ensure they are enabled to achieve the best possible outcomes for children.

The key areas of expertise for the Provider Development Officer are:

* Experience of facilitation and the development and delivery of learning
* Experience of writing training specifications and evaluating provider submissions

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| **About the team**  |

The Early Years and Childcare (EYC) Service’s role in supporting quality in early years provision is crucial. Improving the quality of early years provision helps improve long term outcomes for children. High quality is central to an early years system that has the confidence of parents, delivers both positive experiences and good outcomes for children, and helps to diminish the difference between the most disadvantaged children and the rest.

The Government’s commitment to providing 30 hours of funded childcare to working families means that more children will spend longer hours in formal childcare. We have a responsibility to make sure that these children are spending their time in high quality care that supports child development and learning.

The role of the service is critical in supporting early years providers to deliver flexible and high-quality care to children with special educational needs and disabilities (SEND).

The EYC service has a sufficiency duty which is to secure sufficient childcare, so far as is reasonably practicable, for working parents, or parents who are studying or training for employment, for children aged 0-14 (or up to 18 for disabled children).

The EYC service Workforce Development team provide the infrastructure for learning to support the continued development of practice of practitioners and managers in the private, voluntary and independent childcare sector.

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| **What you will be expected to deliver in the role** |

The Provider Development Officer will be expected to work closely with the Early Years and Childcare colleagues, and with Early Years and Childcare Providers to:

* Raise standards of achievement for all children and improve outcomes for the most vulnerable.
* Undertake work directly with EYC providers in the following areas: EYFS, quality improvement, inclusion, compliance, sufficiency and safeguarding.
* Contribute to the detailed analysis of training needs in the early years and childcare sector in order to advise on the viability and impact of training solutions
* Contribute to an annual continuous development plan (CPD) and coordinate the administration and delivery of this.
* Contribute to the development of coordinated learning and development opportunities to meet the identified needs – including writing courses and training sessions.
* Provide professional training, and have a good understanding of how learning can be applied in different contexts and to meet different learning styles
* Deliver in-setting and venue-based courses, and virtual sessions to a range of practitioners
* Commission and/or deliver identified training programmes, working to agreed outcomes, plans and timelines
* Manage the contracts for commissioned training and provider relationships, in line with SCC procurement processes
* Give guidance around training and qualifications, to colleagues and childcare providers, keeping up to date with relevant legislation in relation to skills, knowledge and competency requirements
* Identify and share good practice in learning and development
* Support practitioners in cascading learning to others
* Contribute to the creation of on-line resources and promotional material
* Evaluate the short and long term impact and use of training, and provide reports and data to management team as required
* Provide reports and data in relation to the learning and development activity for which they are responsible.
* Keep up to date with emerging technologies, teaching methods and best practice, to ensure that training is contemporary and good value for money
* Work with Business Support Colleagues to advertise and promote training and development opportunities
* Have an awareness of a shared responsibility for the budget spend as directed by the Leadership team and Manager.

The post holder will

* Be able to work independently to research relevant information, devise solutions and report back to relevant colleagues at regular intervals.
* Line manage sessional trainers and the allocation of their work

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Suitable professional qualification at graduate level or equivalent experience in a relevant area of work
2. Qualified Teacher Status (QTS) or Early Years Professional status (EYP) or Early Years Teacher status (EYT)
3. Adult learning/teaching qualification or equivalent relevant experience in training delivery or willingness to undertake an adult learning or teaching qualification.
4. Further relevant professional study to an advanced level. (Desirable)
5. Evidence of relevant continuous professional development

**Values and personal qualities**

1. A passion for ensuring the quality of learning and development activities to improve outcomes for children, young people, adults and families
2. Ability to remain calm in stressful situations and transform conflict where necessary
3. Ability to promote the vision for the wider team and to engage people in working together to deliver against the vision
4. Demonstrates a passion for making a positive difference for Suffolk.
5. Shares our [WE ASPIRE](https://www.careers.suffolk.gov.uk/home/about/our-values) Values and strives to lead by example in relation to these.
6. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
7. Commitment to understanding what is important to children and families.
8. Demonstrates self-awareness and strives for improvement.
9. Brings creativity into their work through innovation and openness to change.
10. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Evidence of successfully working as part of a team.
2. Ability to be creative, flexible and innovative.
3. Where required, ability to lead the work of a team or individuals in interpreting legislation and/or policy as appropriate.
4. Effective ICT skills.
5. Specialist knowledge and understanding of legislation, policy and best practice which relates to area of operation and broad understanding of wider service area.
6. Thorough knowledge of safeguarding processes and procedures.
7. Good knowledge of universal services.
8. Knowledge of quality improvement tools.
9. Influential and effective practitioner in relevant field.
10. Well-developed and effective communication skills, (written and verbal) with proven ability to tailor communication style to audience and confidently deal with sensitive and challenging issues.
11. Ability to engage, challenge, confront persuade and influence as required.
12. Good interpersonal skills, able to build relationships successfully and demonstrate effective partnership working.
13. Facilitate and enable others to work together effectively.
14. Able to operate effectively both within a team and as an independent adviser.
15. Relevant experience in specialist area of work
16. Experience of leading work in a relevant environment.
17. Management of individuals or teams in a similar environment where appropriate.
18. Experience of providing training and facilitation.
19. Political awareness. (Desirable)
20. Experience of identifying areas of required development within a team. (Desirable)
21. Ability to learn new IT applications as appropriate to role. (Desirable)
22. Experience working with professionals from a range of services. (Desirable)

**Additional requirements**

1. Commitment to equality and diversity.
2. A DBS check will be undertaken for the successful candidate.
3. Willingness to work flexibly. This could include weekends and evenings and countywide deployment according to need.

**It would also be desirable to have**

1. Some knowledge and experience of procurement processes and the commissioning cycle

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

We positively encourage the use of technology to communicate and engage, but in this role, you will need to travel, so you must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.