

The Education People

JOB ROLE: Lead Childminding Adviser

Service: Early Years and Childcare Service

Grade: TEP10

Reporting to: Lead Liaison and Communication Officer

Purpose of Role:

To lead on the delivery of The Education People's Childminding services in Kent.

Please note: This job description is provided to assist the job holder to know what the main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex A: Main duties and responsibilities:

- 1.** Line manage and professionally steer an agreed number of Childminding Advisers
- 2.** Work within a range of policies and procedures and statutory guidance, keeping up to date with local and national changes and legislation to ensure there is a supply of high quality, inclusive childminding places available within the county
- 3.** Coordinate activities in line with the delivery of the childminding elements of The Education People and KCC specification to ensure targets are met, activities are recorded, and delivery is fully inclusive and to a high standard. This will include managing the messaging and communications to the sector both through bulletins and social media
- 4.** Analyse data and information to identify trends and make recommendations concerning the direction of the team's work. Use such data and information to maintain an accurate and up to date record of the childminding sector to inform activity
- 5.** Lead the team to develop and deliver a programme of training specifically to support childminders' continuous professional development. Contribute to marketing activity to ensure maximum engagement of childminders within the Threads of Success programme
- 6.** Lead the team to develop and deliver training specifically to support prospective childminders
- 7.** Oversee the work of the team to support the alignment of childminding services with the activity of the rest of Early Years and Childcare Service and monitoring quality assurance
- 8.** Develop and sustain links with multi-agency partners and colleagues to ensure the childminding agenda is strongly positioned
- 9.** Work some evenings and weekends and work flexibly across the county.

Annex B: Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
Qualifications	Related foundation degree or equivalent in experience
Experience	Of working in the childcare sector Of developing, delivering and monitoring training Of leading a team
Skills and Abilities	Ability to identify priorities in a busy and changing environment Ability to analyse data, information and statistics, using results to inform future practice Computer literate using Windows WP package, Excel spreadsheet and database functions Strong written and oral communicator with good attention to detail including the ability to hold professional dialogue to drive improvement Ability to judge practice against Ofsted grade descriptors and to quality assure training delivery Ability to work autonomously and as part of a team
Knowledge	Thorough understanding of the issues facing childminders An understanding of Ofsted inspection requirements and processes, the EYFS Framework and legislation and guidance relevant to Early Years and childcare practice An understanding of the Early Education and Childcare Entitlement
Behaviours	Can do approach Coaching and mentoring approach Teamwork and cooperation

Annex C: Company Values and Expectations

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high-quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.