



Scottish Childminding Association

SCOTTISH CHILDMINDING ASSOCIATION JOB DESCRIPTION

JOB TITLE: **CHILDMINDING DEVELOPMENT OFFICER –
Early Learning and Childcare (ELC)**

LOCATION: Home based covering the Stirling area.

HOURS: Part time 18 hours per week. Hours to be flexibly arranged to provide for occasional Saturday and evening work. Some overnight stays away from home. Time off in lieu may be taken for any extra hours worked
No over time payments are possible.

GRADE: AP3 PT 23 - 26

ACCOUNTABLE TO: Area Manager

JOB PURPOSE

To deliver an effective ELC Childminding Service within Stirling Council area.

KEY RESPONSIBILITIES:

Support the delivery of funded early learning and childcare by childminders, providing appropriate support to childminders recruited into partnership. Working as a team with other SCMA staff. This post may require direct contact with children and vulnerable adults.

KEY TASKS:

- Work collaboratively with the local authority to develop and deliver the childminding service, ensuring close liaison and regular communication with council early years staff.
- Recruit and induct childminders in line with ELC National Standards and Quality Action Plan to deliver high quality ELC.
- Provide support to childminders delivering funded ELC to ensure ongoing delivery of quality early learning and childcare.
- To provide quality assurance monitoring in order to contribute to positive outcomes for children, by ensuring childminders are delivering safe, nurturing and stimulating learning experiences for ELC children in their care.
- To coordinate and oversee childminder payments, ensuring all paperwork is submitted in a timely and accurate manner.
- Assist ELC childminders to evidence they meet the criteria within the National Standards, maintaining accurate records and providing targeted support to those who may require it.

- Coordinate and oversee tracking for ELC placements with local authority and supporting Childminders with tracking outcomes and processes.
- Plan and deliver professional learning and network events as required to meet the professional learning needs of childminders who are funded providers.
- Arrange and manage childminder partner provider meetings as appropriate.
- Ensure all paperwork relating to the service is updated and processed timeously.
- Assist with collating statistics for management/funders and providing evidence of outcomes met.
- Meet regularly with your Area Manager and other SCMA staff team.
- Write reports and submit monthly paperwork including expenses to reach line manager by 7th day of the following month.
- Reading the Health and Safety document and being aware of the health and safety of yourself, your colleagues and visitors to the office.
- Work at all times in a manner consistent with SCMA policies and procedures.
- Being responsible for your own personal development and participate in SCMA's approach to Engaging in Our People.
- Responding positively to changing business needs may require you to carry out other mutually agreed tasks that are necessary to fulfil the job purpose.

PERSON SPECIFICATION CHILDMINDING DEVELOPMENT OFFICER

Essential

Education: High Standard of Education/Qualifications or ongoing Personal Development

CAREER EXPERIENCE

Essential

- Experience of working within a childcare, children & families or related setting
- Experience in collaborative working

Desirable

- Experience of training delivery to adults

KNOWLEDGE

Essential

- Relevant childcare and education legislation in Scotland, including ELC expansion
- Relevant training and qualification needs of the workforce
- Knowledge of Child protection systems and GIRFEC Framework in Scotland

Desirable

- Relevant childcare and voluntary sectors networks in Scotland and the UK
- In depth knowledge of the working practices of registered childminders

SKILLS

Essential

- Interpersonal skills: methodical, tactful, self -reliant and good humoured
- Training, presentation or public speaking skills
- Ability to keep confidential information
- Ability to work under pressure and to deadlines
- Good organisational skills including the organising of information and time management
- High standard of written and spoken communication
- Numerate and competent ICT skills
- Ability to work on own initiative and in a team

Desirable

- Willingness to develop skills and undertake any relevant training

PERSONAL CIRCUMSTANCE

- Ability to work flexible hours and occasionally away from home overnight