

## **SCOTTISH CHILDMINDING ASSOCIATION JOB DESCRIPTION**

**JOB TITLE:** Quality and Learning Development Lead

**LOCATION:** Home/Office based

**HOURS:** Full time 36 hours per week. Hours to be flexibly arranged to provide for some evening work and occasional Saturday requirements. Some overnight stays away from home. Time off in lieu may be taken for any extra hours worked. No overtime payments are possible.

**GRADE:** AP5 pt 31-34

**ACCOUNTABLE TO:** Workforce Manager (Retention)

### **JOB PURPOSE**

To deliver all elements of the Quality and Learning work strand as part of the Programme for Scotland's Childminding Future focusing on retention. This will involve the development and implementation of support for Quality Improvement and Professional Learning for all childminders across Scotland, equipping them with the knowledge and skills they need to continue to deliver high quality care and learning.

### **KEY RESPONSIBILITIES:**

To coordinate, create and deliver topic specific learning opportunities for all childminders across Scotland in response to learning needs; to provide targeted support in order to streamline and reduce administration and paperwork requirements and reduce the workload; to utilise current and develop new and innovative tools, training, and resources in support of quality and learning. You will work closely with the Professional Learning Manager to coordinate and deliver this targeted support to all childminders across Scotland.

### **KEY TASKS:**

#### **Job specific:**

- Work with the Professional Learning Manager and Learn with SCMA team to coordinate the implementation of the national rollout of the 'Reducing the Burdens' work strand, ensuring childminders can access Quality in Practice CPL courses alongside Self-Evaluation resources.
- Develop and deliver targeted support to assist childminders undertaking practitioner qualifications. This may include establishing study groups, facilitating drop-in Q&A sessions, and curating accompanying Q&A resources..
- In consultation with the Professional Learning Manager identify the need for, and subsequently develop and implement, additional learning tools and resources to enhance quality improvement support.

- Organise and deliver engaging interactive (face to face and virtual) quality improvement sessions, providing childminders with the knowledge and skills to maintain and elevate the quality of their services.
- In consultation with the Professional Learning Manager, design and produce childminding-specific Continuing Professional Learning (CPL) courses on key quality improvement topics, grouped into learning bundles where appropriate, in line with current policy and practice and using a range of learning formats e.g. eLearning, virtual, face to face, webinars etc.
- Support the Time Off The Floor work strand by delivering childminder development days, based on childminder feedback on their learning needs.,
- Work with the Mentor Coordinator to support the development and delivery of development opportunities for our mentoring programme participants.
- Monitor, evaluate and report on the uptake and effectiveness of quality and learning sessions and resources.
- Provide data as required to assist the Workforce Manager (Retention) in reporting on the ongoing delivery and impact of the Quality and Learning work strand.
- Take responsibility for your own personal development and contribute to the organisation's 'Engaging Our People' approach.
- Follow Health and Safety requirements, being aware of the health and safety of yourself, your colleagues, and visitors to the office.
- Working at all times in a manner consistent with SCMA's equal opportunities policy.
- Meet regularly with your Line Manager for support, supervision, and appraisal.
- 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 – Quality and Learning Lead**

### **Essential**

- Good Standard of Education/Qualifications and/or ongoing professional development

## **CAREER EXPERIENCE**

### **Essential/Desirable**

- Significant and demonstrable experience of working with childminders or in a related field.
- Proven ability in designing, developing and delivery of learning opportunities, utilising a range of formats and technologies.
- Previous work experience in a training environment
- Delivery or facilitation of learning events for adults

## **KNOWLEDGE**

### **Essential**

- In depth knowledge of early learning and school-age childcare and professional learning requirements
- Understanding of Child Development aged 0-12 years.
- Understanding of the challenges facing the childminding workforce
- Understanding of childminding services and the working practices of registered childminders
- Relevant childcare legislation and policy in Scotland
- A passion for childminding and supporting professional development.

### **Desirable**

- Experience in SVQ delivery, assessing or requirements.
- Care Inspectorate registration, systems and processes.
- Quality assurance and compliance systems and processes

## **SKILLS:**

### **Essential**

- Good humoured, tactful, and self-reliant
- Methodical and able to plan, prioritise and manage workload.
- Ability to work under pressure and to deadlines.
- High standard of written and oral communication
- Numerate and competent ICT skills including the full Microsoft Suite
- Ability to work on own initiative and as part of a team.
- Strong interpersonal skills, including being tactful, respectful, good humoured & able to negotiate.
- The ability to work on own and as a part of a team.
- Demonstrable understanding and experience of using a range of learning platforms.

### **Desirable**

- Willingness to develop skills and undertake any relevant training.

## **PERSONAL CIRCUMSTANCE:**

- Ability to work flexible hours as there will be a requirement at various points during the year to delivery training early evening (6-8pm). There may be an occasional requirement to work on Saturdays or be away from home overnight.