

Job Description

Job Title	Wraparound Coordinator
Directorate	Children and Young People's Services
Service Area	Early Help
Grade	6
Competency Level	1
Salary	£35,412 - £39,862
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced with Child Barred List (Child Workforce)
Job Evaluation Ref No	A8984

Job Purpose

To lead and work collaboratively with teams across the local authority, schools, families, and childcare providers (including private providers, childminders, community and voluntary organisations and early years settings) to assess supply and demand and work to expand quality wraparound childcare provision that is accessible to children and families, including those with SEND.

Directly Responsible For:

Not applicable

Directly Responsible To:

Early Years and Childcare Business Manager

Main Areas of Responsibility:

- To support the mapping of current wraparound provision across the city
- Consult with parents/carers, providers, and children about demand for wraparound childcare
- Provide business planning and marketing advice and guidance to new and existing early years childcare providers and schools to develop, support and sustain childcare provision for children from reception to year six
- Inspire, influence and motivate head teachers, governors, managers, lead partners, senior education leaders and early years/childcare practitioners
- Work closely with finance officers and providers to complete funding applications and business plans to support the development of high-quality, sustainable provision
- Provide ongoing monitoring, advice, support and challenge to providers to ensure high quality inclusive practice is maintained, improvements are monitored and poor practice is reported through appropriate channels
- Identify and share models of best practice
- Contribute to the development of cross-sector provider networks and support their effectiveness
- Work collaboratively within the local authority and with key external agencies to ensure joined up partnership working to meet individual needs of children and families. This will involve forming relationships between the local

authority, local job centres, providers and community representatives

- Communicate the wraparound offer through existing channels to the public, wraparound childcare providers and other key agencies
- Monitor and report on take up, availability, supply and demand and work with the DfE to provide ongoing accurate data to support with the monitoring and evaluation of the programme
- Experience of embedding new and innovative ways to create wraparound provision
- Have comprehensive knowledge of child protection, safeguarding legislation

Supervision and Management Responsibility:

- No supervisory or line management responsibilities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- You will be required to sit stationary and use a computer for sustained periods

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to

carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Qualified to Level 3 in Play Work, Youth, Early Years or equivalent or significant experience in a related field (A)
- Evidence of current and continuous professional development (A)

Experience

Essential

- Understanding of current legislation and of relevant key local/national policies including those relevant to vulnerable children relating to wraparound provision (I)
- Working knowledge of Ofsted requirements and quality frameworks for wraparound childcare (A/I)
- Understanding and knowledge of safeguarding practice and policies (A/I)
- Working knowledge of SEND Code of Practice, Equality Act and the Children and Families Act (A/I)
- Experience of collaborative work with a range of practitioners, schools, PVI, and agencies (A/I)
- Experience of evaluating, monitoring and improving service quality (I)
- Effective engagement with providers to secure high quality of provision (P)
- Experience of provider engagement to support development and sustainability

of childcare places (P)

- Effective record keeping and report writing (A/I)
- Safeguarding the welfare of children (I)

Desirable

- Substantial experience of leading and managing high quality wraparound provision
- Experience of project management
- Experience of working with parents/carers

Skills/Abilities

Essential

- Strong interpersonal skills to be able to influence others including colleagues, senior managers and providers (A)
- Ability to maintain accurate data records and use data to develop and monitor provision (A/P)
- Ability to work on own initiative, make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available (A/P)
- Ability to meet agreed objectives and delivery targets by the effective use of resource (I)
- Ability to communicate clearly and effectively using a range of methods (P)
- Ability to work collaboratively with a range of practitioners and services (A/P)
- Ability to promote inclusion and equal opportunities (P)
- Ability to use ICT appropriate for the role (P)

- Experience of safeguarding children, independent providers and child-minders, in relation to placements (I)

Desirable

- Excellent organisational skills and effective time management

Commitment

Essential

- To undertake any necessary and identified training that supports personal professional development and effective service delivery (I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level