

JOB DESCRIPTION

Job Title: Early Years and Childcare Training Officer

Section: Early Years and Childcare Training Centre

Service: Early Years Service

Directorate: Learning

Reports to: Early Years and Childcare Qualifications Coordinator

Grade: Scale 6/SO1

Location: Shire Hall, Cambridge

Hours: 22 ½ hours (Term time only)

Purpose of the Job

- To actively promote qualifications training to early years and childcare practitioners in Cambridgeshire in order to raise the quality of practice in early years and childcare settings.
- To plan and deliver high quality training, that is inclusive and meets the diverse needs of learners in the early years and childcare private, voluntary and independent sector.
- To promote early years and childcare as a career.

1	Training delivery <ul style="list-style-type: none"> • Deliver training that is inclusive and supports all types of learners. • Deliver training programmes in accordance to Early Years and Childcare Training Centre policies and procedures. • Provide training which meet required assessment methods for the courses delivered, including assignments. • Assess candidates according to the QCF Guidelines and Code of Practice in relation to equality, health and safety, environmental protection and access. 	40%
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2.	Training programmes <ul style="list-style-type: none"> • Assist Early Years and Childcare Qualifications Coordinator to plan training programmes. • Develop Schemes of Work and Lesson Plans for training programmes, from introductory level up to graduate-level courses, in early years. • Liaise with other academic establishment to ensure planning of training programmes are quality assured according to the requirements of the level of the courses. 	25%
3.	Information, Advice and Guidance <ul style="list-style-type: none"> • Analyse findings from setting data, and develop courses to accommodate the needs of learners. • Provide advice and guidance about qualifications training pathways to practitioners working in early years and childcare settings. • Promote inclusive and anti-discriminatory practice to support workers with barriers to learning. • Promote and support the Early Years Workforce Strategy, Recruitment Strategy and other local and national initiatives 	10%
4.	Monitoring and reporting <ul style="list-style-type: none"> • Establish rigorous monitoring arrangements to ensure that feedback from training activity is complying with Awarding Organisation and County Council impact measurement requirements. • Keep systems to ensure compliance with funding providers reporting procedures • Ensure accurate, appropriate and timely provision of information for management reports and analysis. Produce appropriate reports and written communication as required. 	10%
5.	Quality Assurance <ul style="list-style-type: none"> ▪ Maintain records and systems according with Early Years and Childcare Training Centre Policies and Procedures. ▪ Attend standardisation and team meetings to ensure high quality and consistency of delivery. ▪ Undertake appropriate training to ensure vocational competency in specialist subject areas. 	10%
6.	Personal training and development <ul style="list-style-type: none"> • Update and maintain own knowledge and awareness of recent developments in early years and childcare training. • Develop and promote inclusion through all aspects of work. • Ensure that all areas or work comply with the county policy of equality and anti-discriminatory practice and the Early Years and Childcare Training Centre Equalities Policy 	5%

CAMBRIDGESHIRE COUNTY COUNCIL

PERSON SPECIFICATION

Job Title: Training Officer
Section: Early Years and Childcare Training Centre
Service: Early Years Service
Directorate: Learning
Reports to: Early Years and Childcare Qualifications Coordinator
Grade: Sc6/S01
Location: Shire Hall, Cambridge
Hours: 22 ½ hours (Term time only)

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential:

Graduate level or equivalent extensive experience
Level 3 Early Years qualification
Assessor qualification

Desirable:

Verifier/ IQA Award
Level 3 Playwork qualification
Trainer Qualification

Knowledge & Experience

Essential:

- Understanding of relevant legislation that underpins early years and childcare
- Have proven knowledge, experience and occupational competency in early years and childcare

- Have knowledge about early years/childcare qualifications framework from introductory to graduate-level courses.
- Working knowledge about how to assess and deliver qualifications training programmes using online assessment systems
- Working knowledge and understanding of Windows & Microsoft Packages

Desirable

- Knowledge about working in community projects

Skills & Attributes

Essential:

- Ability to plan, develop and deliver qualifications training
- Ability to carry out assessment against National Occupational Standards
- Proven competency in early years
- Good time management and ability to prioritise work under pressure
- High diplomacy skills and ability to work with a diverse workforce
- Ability to give attention to detail

Desirable

- Proven competency in playwork practice

Special Requirements

Essential:

- Clean driving licence and use of car an ability to travel around the county [travel allowance will be paid]
- Willingness to work outside of office hours

Cambridgeshire Behaviours

Working Together

You work with others to reach a common goal, tackling objectives innovatively and with particular regard for shared objectives. Proactively, you share information and search out expertise from relevant partners and/or the communities we serve.

Behaviour applicable to this role:

- I identify needs and initiatives for joint approaches to delivering services.
- I work across and outside typical groups

Integrity

You carry out your duties openly, fairly and honestly and demonstrate reliability and transparency at all times. You are an active listener and communicator and strive to work in a 'say what you do, do what you say' ethic in delivering what you promise, taking responsibility for your actions.

Behaviour applicable to this role:

- I proactively identify and reliably respond to challenges to improve customer satisfaction
- I communicate this to colleagues and customers effectively

Respect for others and public resources

You are aware of your impact on others and public resources. You identify and consistently demonstrate a commitment to working for everyone in our communities, promoting the value of diversity and opportunities for all.

This extends to your use of resources, minimising harm to our climate, and our natural and built surroundings.

Behaviour applicable to this role:

- I can identify the impact of my work on colleagues and customers
- I assess future needs and challenges, and put measures in place to meet these, appropriate to the groups affected.

Excellence

With enthusiasm, you work to meet personal, organisational and customer expectations.

You pursue a 'can-do' attitude in all of the work you deliver, ensuring it meets the needs of all current and potential customers.

Behaviour applicable to this role:

- I respond to and tackle current and future challenges, providing solutions in the work I undertake.