# Isle of Anglesey County Council

## Job description / Person specification

## Part A

**Job title:** Childcare Quality Lead

**Post number:**

**Service / Section:** Children and Families Services/ Supporting Families Unit

**Grade:** 6

## Overall job purpose

To provide guidance and support to support the early years ensuring high-quality childcare through specialist input and support that supports delivery and success of the early years' programmes through effective placement and care of children in childcare settings. There is an emphasis on delivering high quality childcare for children aged 2 - 3 as part of the Welsh Government Flying Start Programme.

The purpose of this role is to:

- Effectively lead and manage a team of quality assistants and develop an effective team who strive to promote learning and development and develop practice to the highest standards in both external and in-house early years provision.
- Collaborate with others to meet the expectations of Anglesey County Council (ACC), Care Inspectorate for Wales (CIW) and Welsh Government (WG) childcare programmes in relation to high quality childcare working with private, voluntary, independent, and in-house childcare providers in our aim to develop accessible, inclusive, quality childcare that meets the needs of children and ensures availability of enhanced provision.
- Provide advice and support to early years sector across a range of matters, including promotion of the Welsh language and bilingualism.

The postholder will be part of a team driving forward quality standards and support the aims of Welsh Government anti-poverty programmes.

**General:** *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

*In accordance with the Local Authority's Corporate Safeguarding Policy and the Social Care Wales Safeguarding Framework, this role requires the postholder to complete safeguarding training at the appropriate level. All employees must complete* ***Group A*** *(mandatory e-learning). In addition, the post holder will need to*

*ensure that they comply with the requirements of the below level of training in accordance to the Safeguarding Training Framework.*

*Group B* ☐
*Group C* ☒
*Group D* ☐
*Group E* ☐
*Group F* ☐

*For guidance on above Safeguarding levels, visit: https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards*

## Main duties / responsibilities

1. **Planning & Leadership**

- Maintain and develop an effective team of quality assistants who strive to promote childcare to the highest standards in all childcare settings across Anglesey. To develop and extend their practice, providing support during their induction period in accordance with department procedures and providing effective supervision. To chair and lead team meetings, providing agenda and minutes, and follow through on actions.
- Contribute to the overall purpose of the Early Years, Childcare and Capital priorities, contributing to team plans and Service and Corporate priorities. Advise management about developments in the early years childcare field and Welsh Government policy and guidance.
- Collaborate with others to support targeted support for children transitioning into and between childcare programmes and into school supported by policy, guidance, process, and partnership.
- Supporting the sector on achieving sector qualifications, measuring, and evaluating progress across the childcare sector

2. **Ensure Continuous Improvement**

- Collaborate, support and advise in order to assist with identifying children who require specialist support and enhanced provision. Ensure early identification of needs, referrals to the appropriate support panel in accordance with local process in Mon and the ALNET (Wales) Act. Review the arrangements in place for ALN and ASN (additional learning needs and additional support needs) alongside the ALN Team for Mon to support all external and internal childcare provision children.
- In collaboration with the pre-school ALN Advisor implement the requirements of the Act and ensure equality and inclusion of provision and practice. Be the designated representative for the Service.
- Work in partnership with the Childcare Team to identify gaps in provision in terms of quality, childcare places and ensure these are communicated via the statutory Childcare Sufficiency Assessment and mitigating plans implemented to work towards sufficiency of quality childcare that meets the needs of young children.

- Advise, guide and collaborate with other leads as required in relation to the provision and development of work programmes, materials, assessment methods etc. sharing best practice to develop the team to represent the highest professional practice and standards.
- Maintain up-to-date knowledge of relevant safeguarding legislation and practice in relation to childcare including relevant social services protocol, and work in collaboration with the Childcare Inspectorate for Wales (CIW), CWLWM and key stakeholders to ensure childcare providers understand and comply with their legal obligations.
- Benchmark quality standards, support compliance, measure and evaluate progress, and improve practice across the childcare sector. Assist in identifying, assess, and develop effective and efficient measuring, monitoring and communication tools and models. Support childcare settings to improve the quality of childcare provision through sharing of best practice, self-evaluation, and quality assurance schemes in collaboration with key stakeholders e.g., CWLWM, CIW, etc in line with WG Guidance and policies.
- Contribute the development of the multi-agency maintained and in-house childcare workforce short- and longer-term training and workforce plan. Coordinate and deliver bespoke and specialist training and workforce development programme in line with WG requirements.
- Work in collaboration with the Childcare Team and wider multi-agency team. Assess the value of any training for the provision and the team in consultation with Advisors and analysis of evaluation reports. Minimise any duplication of training and maximise uptake. Collaborate with others to ensure all aspects of children's development are considered including foundational brain development, attachment and relationships, impacts of adverse childhood experiences, nutrition, speech language and communication, belonging, exploration, physical development and wellbeing. Support effective assessment, screening and use of evidence-based tools and practice with children and providers.

**3. Stakeholder & Partnership Relationships**

- Collaborate with others to ensure that enhanced childcare provision meets the needs of the most vulnerable children understanding the impact of deprivation, multiple disadvantages, working with partners to provide a model of provision that incorporates a diverse range of settings that meet the needs of children and parents.
- Create and sustain effective networks between childcare providers, developing practice and encouraging communication.
- Collaborate closely with the organisations that support childcare provision such as Early Years Wales, Mudiad Meithrin and other key partners including Healthy and Sustainable Pre-School Schemes, Early Entitlement, and pre-school ALN Advisor and childcare programme leads ensuring alignment of goals, priorities and implementation of schemes and Welsh Government childcare programmes
- Attend network events, meetings, training, seminars, and conferences as appropriate, and undertake continuing professional development activities. Attend local, regional, and national meetings in relation to funded and quality childcare.

4. **Grants and Reporting**

- Ensure the requirements of Welsh Government Guidance is complied with and act as a team of Advisors assisting management with self-evaluation, planning and assessment procedures and programme and monitor assessments and action plans towards implementation.
- Produce various grant monitoring and planning reports as required. Highlight issues and future developments. Contribute to meetings, discussions and management arrangements as required to develop and coordinate the team's work and arrangements for evaluating and managing performance.
- Support management in reviewing available data provided to analyse the strengths and weaknesses of provision and the team's work, and input into the development of any childcare dashboards and analysis, reporting on need, plans and actions for the team in accordance with departmental procedures and highlighting any issues and recommendations for continuous improvement. Act on the findings and approved recommendations as required.
- Support systems and monitor the quality of childcare promoting effective in accordance with the guidance, child centred practice and intervene purposefully to raise standards. Lead on placing childcare settings on measurement categories in accordance with contractual specifications, and work closely with partners e.g., Childcare Team, programme leads and update on actions in Childcare and Inspectorate for Wales reports.
- Monitor the quality and ensure the consistency of the childcare team advisors reports following visits, developing practice and personal development. Ensure the appraisal of work and it is up to date.
- Ensure that plans for promoting the use of the Welsh language are implemented and monitored in accordance with the strategic plans for the Welsh language in childcare. Promote the use of the Welsh language across the sector and the take up of Welsh medium childcare provision across the programmes.
- Review childcare settings WG targets for childcare attendance and support management with meeting targets set by WG .

5. **Staff Supervision & Development**

- Manage and support staff to meet grant programme targets through regular supervision and appraisals.
- Ensure staff compliance with Council policies and address any issues of non-compliance or underperformance effectively.
- Provide training and development opportunities to ensure staff meet their objectives and adhere to grant programme regulations
- Develop and maintain a positive team ethos supporting a culture of high standards, wellbeing and child focussed practice. Provide effective and quality supervision including oversight of complex cases.

### 6. Compliance & Policy Adherence

- Ensure compliance with corporate policies, particularly in terms of equality, health, and safety.
- Identify gaps in policy adherence and report these to senior officers for resolution.
- Maintain compliance with grant programme regulations and Welsh Government requirements.

### 7. Business Continuity & Emergency Response

- Support business continuity arrangements to ensure sustained service delivery during disruptions.
- Deputise for Managers during external or corporate business continuity or emergency response meetings.

### 8. General Duties

- Assist with building management or office-related issues across various sites.
- Undertake any additional responsibilities as required that are in line with the nature and grade of the post.

## Person specification

| **Education and training**<br>**The minimum educational requirements / Professional or vocational qualifications for this post:** | **Essential (E)**<br>**Desirable (D)** |
|---|---|
| 1. Degree/Level 6 in early years education with Qualified Teacher status. | E |
| 2. | |

| **Any specific training required for the post including certification:** | **Essential (E)**<br>**Desirable (D)** |
|---|---|
| 1. | |
| 2. | |

| **Key competence requirements**<br>**Job related knowledge:** | **Essential (E)**<br>**Desirable (D)** |
|---|---|
| 1. Knowledge and experience of early years and childcare including current up to date knowledge of the sector. | E |
| 2. Knowledge and understanding of relevant Regulatory Frameworks, the Childcare Act 2006 and WG guidance to support childcare providers, parents and children. | E |

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| Key competence requirements<br>Job related knowledge: | Essential (E)<br>Desirable (D) |
|---|---|
| 3. Experience of planning, monitoring and supporting development, training, and people management. | E |
| 4. Knowledge and understanding of the early childcare and education schemes and programmes and support the development of early years policy in Wales. | E |
| 5. Experience of monitoring / reporting for Estyn/CIW/Local Authority. | E |
| 6.Knowledge of processes available to support children and settings with ALN. | E |

| Specific skills: | Essential (E)<br>Desirable (D) |
|---|---|
| 1. Excellent collaboration skills, necessary to co-ordinate, and contribute to a diverse team of partners and projects, groups and national forums, to achieving goals. | E |
| 2. To be solution focused and to be pro-active in the delivery of national and local priorities and objectives, working towards seamless services for all children to have the best start in life. | E |
| 3. Ability to review, advise and provide guidance on educational and Childcare guidance and good practice in an effective manner to further develop quality, enhanced provision and support. | E |
| 4. Ability to manage and prioritise workload both within an office location and remotely if agile working and meet deadlines and requirements. | E |
| 5.Excellent written and oral communication skills and excellent organisational skills | E |
| 6. Ability to use a wide range of Microsoft Office programmes (Word, PowerPoint, Excel, etc.) and digital literacy. | E |

## Position in the organisation

**Reports to:** Early Years Lead

**Staff supervised:** Quality Assistant x4

## Working arrangements and conditions

**Working week:** Any 5 days out of 7. Monday to Sunday

**Identified work base:** Anglesey

**Contracted hours:** 37 hours

## Language requirements

**Welsh language skills** (please see the skills framework attached)

| Skill | Level 0 | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|---|---|---|---|---|---|---|
| **Listening** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |
| **Reading** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |
| **Speaking** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |
| **Writing** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |

**English language skills** (please see the skills framework attached)

| Skill | Level 0 | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|---|---|---|---|---|---|---|
| **Listening** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |
| **Reading** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |
| **Speaking** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |
| **Writing** (Tick one) | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |

## Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

**Date of preparation of this job description document : October 2026**

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## Part B

### Part A and Part B need to be completed fully for job evaluation assessment

**Further knowledge, skills and competencies required for job evaluation assessment (can also be assessed during interview):**

## Financial resources

**Level:**0

**Indicative value:** 0

## Physical resources

| Description | Value |
|---|---|
| **Land and buildings – Number/area** | £0 |
| **Plant/Vehicles/Equipment – Number** | £0 |
| **Information systems – Number/volume** | £0 |

## Delegation

Deputise for the Managers in the Unit as and when required.

## Demands within the job

| Element | Demands |
|---|---|
| **Physical demands:** | • Attendance at meetings and stakeholder events for medium periods of time.<br>• Conducting site visits to childcare settings<br>• Travelling across the Island and to national and regional events on a regular basis.<br>• Involve interacting with children at their level for short periods of time |
| **Mental demands:** | • The need for accuracy and attention to detail when preparing reports and documents and this will require medium periods of concentrated sensory and enhanced mental attention.<br>• At certain times when the monitoring is required by Welsh Government, to prioritize the workload to complete reports<br>• The ability to develop the service and convey in documentation to a range of stakeholders and present associated information effectively and professionally. |

| Element | Demands |
|---|---|
| | • Continuous focus on detail with a need to take ownership of tasks and work with minimal supervision.<br>• There will be medium periods of concentrated mental attention and preparing reports and responding to challenges within a specified timeframe.<br>• Continuous need to be flexible, highly organised and able to multi-task and prioritise work to meet deadlines.<br>• Understand the importance of confidentiality and discretion. |
| **Emotional demands:** | • Managing interactions with childcare providers and partners, sometimes involving sensitive issues.<br>• Handling challenging conversations, differing viewpoints and service pressures professionally.<br>• Offering reassurance, guidance and emotional support with staff<br>• Dealing with any safeguarding concerns with emotional resilience, professional judgement and appropriate escalation |

## Normal work location

- ☐ Normally office based
- ☒ Office based but with some site/home/meeting visits
- ☐ Role involves substantial travelling with occasional visits to identified work base

## Business travel

- ☐ No business travel
- ☒ Some business travel. Postholder may be called upon to provide own vehicle
- ☐ Some business travel. Council vehicle may be provided to postholder
- ☐ Postholder employed as driver/required to operate specialist machinery

## Exposure to disagreeable working conditions

**Environmental:**

- ☒ Minimal/Normal office environment
- ☐ Some
- ☐ Significant

**Aggressive/Difficult clients:**

- ☒ Minimal
- ☐ Some
- ☐ Significant

## Other conditions

**DBS check required:**

- ☒ Enhanced
- ☐ Standard
- ☐ Basic
- ☐ Not applicable

## Work flexibilities/Restrictions

**Politically restricted post:**

- ☐ Yes
- ☒ No

**Home/Mobile phone provided:**

- ☒ Yes
- ☐ No

**Protective clothing provided:**

- ☐ Yes
- ☒ No

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# Language skills – Workplace assessment levels

### (i) Listening

| Level | Definition |
|---|---|
| 0 | No skills |
| 1 | Able to understand basic enquiries in Welsh /English |
| 2 | Able to understand a basic social conversation in Welsh / English |
| 3 | Able to follow routine conversations involving work between fluent Welsh / English speakers |
| 4 | Able to follow the majority of conversations involving work including group discussions |
| 5 | Able to understand all conversations involving work |

### (ii) Reading

| Level | Definition |
|---|---|
| 0 | No skills |
| 1 | Able to read basic words and phrases, e.g. signs or short and simple notes |
| 2 | Able to read basic material involving work (slowly) |
| 3 | Able to read routine material with a dictionary |
| 4 | Able to read the majority of material in own area |
| 5 | Able to understand all material involving work |

### (iii) Speaking

| Level | Definition |
|---|---|
| 0 | No skills |
| 1 | Able to conduct a general conversation [greetings, names, saying, placenames] |
| 2 | Able to answer simple enquiries involving work |
| 3 | Able to converse with someone else, with some hesitancy, regarding routine work issues |
| 4 | Able to speak the language in the majority of situations using some Welsh / English words |
| 5 | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary |

### (iv) Writing

| Level | Definition |
|---|---|
| 0 | No skills |
| 1 | Able to write basic messages |
| 2 | Able to answer simple correspondence with assistance |
| 3 | Able to draft routine text, with editing assistance |
| 4 | Able to prepare the majority of written material related to the area, with some assistance in terms of revision |
| 5 | Skilled – able to compete written work without the need for revision |

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