



Role Profile

School Aged Childcare Development Officer

Reference No:	A5716		
Service:	Childcare Services		
Job Family:	Childcare/Early Years	Grade:	FC7

Purpose

To lead the development, support, and continuous improvement of school aged childcare services across the public, private and third sectors in Fife.

To work collaboratively with providers, schools, and stakeholders to ensure high-quality, inclusive, and sustainable childcare that meets the needs of children, families, and communities.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Leading the coordination and support of school-aged childcare services across Fife including contributing to the strategic development of services, working collaboratively with public, private, and third sector partners, such as Fife Voluntary Action and the Scottish Out of School Club Network

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

To ensure you achieve registration with SSSC as part of the Children and Young People Workforce within 6 months of starting in a new role, you must apply for registration within 3 months of your start date on the Children and Young People - Manager register. To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role, complete the required Continuous Professional Learning (CPL) for the role and submit annual declaration via MySSSC. For this role, you must have a practice qualification and hold or be willing to achieve a manager qualification.

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

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	The main management qualifications are detailed below: • BA Childhood Practice • Postgraduate Diploma Childhood Practice • Masters of Education Childhood Practice • PDA Childhood Practice SCQF level 9 For more details about qualifications and timeframes, go to https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/	✓•	
Providing guidance and support to existing school aged childcare providers, including the deployment of peripatetic staff, the promotion of best practice including safeguarding, inclusion and play	Experience in developing and managing childcare services for six years or more Experience of using coaching approaches	✓•	✓•
Supporting services in meeting Care Inspectorate standards and other regulatory requirements before, during and after inspection	Knowledge and experience of leading inspections Knowledge of local and national quality assurance frameworks Experience of using Quality Improvement techniques	✓• ✓• ✓•	
Collecting and analyse data on school aged childcare provision, usage, spaces, costs, quality and outcomes etc, to support the identification of gaps in provision and work with stakeholders to develop new services across the public, private and third sector	Experience of data gathering and analysis		✓•
Facilitating training, networking, and professional development opportunities for school aged childcare staff in partnership with the services training officer	Experience of creating and delivering training and professional learning opportunities Experience of managing and chairing meetings		✓• ✓•
Working collaboratively with schools, voluntary sector organisations, other local authorities, and other partners, including staff teams, school aged childcare managers and committees	Experience working within a local authority, private or public sector setting Experience of effective partnership working	✓• ✓•	• • •
Supporting providers in accessing funding and developing sustainable business models while contributing to funding bids and allocated funding through a range of projects including the play places scheme	Knowledge and experience of bid writing Experience of managing budgets	•	✓• • ✓•

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Preparing reports and briefings for senior management, elected members, and external stakeholders	Experience of report writing		✓

Contributing to the development and implementation of local SAC strategies aligned with national policy	Knowledge of national and local policy relating to school aged childcare. Experience of policy development	✓	✓
Ability to travel throughout Fife			
Undertaking all other duties as required by the role. Duties will be in line with the grade			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.