



Since 1961 Early Years Wales has been the largest umbrella organisation supporting a range of comprehensive membership services to the Early Years sector in Wales. Our main activity is to enhance the development and education of pre-school children in Wales by encouraging parents to understand and provide for their needs through high quality pre-school provision and childcare.

There are approximately 1000 members of Early Years Wales. Each group is autonomous

### **Early Years Wales Quality Assurance Scheme, Quality for All, (QfA).**

Early Years Wales believes that consistently meeting all regulatory requirements to the highest standards, and continuously reflecting on and evaluating practice is key to the delivery of high-quality childcare where the best possible experiences and opportunities are provided for children and families.

Our aim is to help providers to achieve and maintain the highest standards, giving them the opportunity to gain recognition for the investment and contribution that they and their staff make.

## **ROLE REQUIREMENTS**

<b>Job Title:</b> <b>Reporting to:</b> <b>Hours:</b> <b>Rate of Pay:</b>	Freelance Assessor Quality Assurance (QA) Co-ordinator Variable £150 Initial Assessments and Accreditations *Payment for Annual Reassessments under review Plus, Travel Expenses @ 45p per mile
<b>Purpose of Role:</b>	To assess childcare settings on the quality of their service, enabling them to achieve Early Years Wales' quality assurance scheme, QfA.
<b>MAIN DUTIES:</b>	<ul style="list-style-type: none"> <li>• Respond to requests for assessments to be undertaken</li> <li>• Review completed QfA Assessment Tools submitted by individual providers</li> <li>• Liaise with providers to arrange assessments in-person or online as directed by QA co-ordinator</li> <li>• Devise assessment plans based on information and evidence submitted in QfA Assessment Tool</li> <li>• Carry out assessment and identify areas of good and excellent practice</li> </ul>



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	<ul style="list-style-type: none"> <li>• Hold professional discussions with providers as part of the assessment and support them to identify their next steps</li> <li>• Complete an assessment summary report</li> <li>• Submit the summary report and liaise with QA Co-ordinator to complete the assessment</li> <li>• Attend at least 3 standardisation meetings per year</li> <li>• Feedback compliments and complaints to QA Co-ordinator</li> <li>• Promote aims and principles of Early Years Wales wherever possible</li> </ul>
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<b>OTHER EXPECTATIONS:</b>	<ul style="list-style-type: none"> <li>• Identify and feedback opportunities to enhance the QfA scheme that will support providers and increase Early Years Wales's profile</li> <li>• Promote diversity, equality and anti-racist practice in the early years childcare and play sector</li> <li>• Keep up to date with developments and best practice in the early years childcare and play sector</li> <li>• Take responsibility for your own Continuous Professional Development</li> </ul>
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## PERSON SPECIFICATION

<b>QUALIFICATIONS:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Recognised Early Years qualification – (CCPLD level 3 or higher) or equivalent</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Recognised assessor qualification (Introduction to Assessment, Level 3 Award in Understanding the Principles and Practices of Assessment, Level 3 Award in Assessing Vocational Related Achievement - Practical Unit)</li> <li>• Recognised childcare/playwork qualification</li> </ul>
<b>EXPERIENCE AND KNOWLEDGE:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Have an understanding of high-quality practice in the early years childcare and play sector</li> </ul>



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	<ul style="list-style-type: none"> <li>• Have a minimum of 5 years' experience of working/volunteering in the early years childcare and play sector</li> <li>• Have experience and an understanding of the principles and practice of assessment</li> <li>• Have an understanding of the National Minimum Standards for Regulated Childcare (NMS)</li> <li>• Have a clear understanding of Care Inspectorate Wales' (CIW's) inspection framework and requirements</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience as a mentor and / or tutor</li> <li>• Knowledge of the work of Early Years Wales</li> <li>• Knowledge of strategies and initiatives in the early years childcare and play sector, (For example, Flying Start, Curriculum, Childcare Offer, etc.)</li> <li>• Knowledge and understanding of Welsh Culture, both local and national</li> <li>• Have an understanding of Estyn's inspection framework</li> </ul>
<p><b>SKILLS:</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively both verbally and in writing</li> <li>• Meticulous attention to detail</li> <li>• Focussed, organised and efficient</li> <li>• Excellent time management skills</li> <li>• IT Literate</li> <li>• Reliable and trustworthy</li> <li>• Possess enabling skills</li> <li>• Flexible approach</li> <li>• Ability to work independently and use own initiative</li> <li>• Ability to work as part of a team</li> <li>• Ability to travel as and when required</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate in Welsh</li> <li>• Ability to communicate in additional languages</li> </ul>