

Quality Development Advisor

Service	Reporting to	Location	Grade
Starting Life Well	Early Years Quality Manager	Swinton Campus / Various across the city	3C

About the role

- The role requires a confident and knowledgeable professional who is able to provide constructive and high-quality support to school aged childcare providers, including Wraparound provision, Breakfast club provisions, Holiday Activities and Food (HAF) provision and holiday provision.
- You will support and provide guidance to school age childcare providers to meet the requirements of Ofsted, Local Authority and Department for Education
- Part of the role will include supporting the development of School age childcare provision across the city, oversight of the delivery of the HAF program (including provider engagement and data returns), ensuring the high quality services are delivered and that the sufficiency of school age childcare meets local demand.
- You will lead the planning, delivery and monitoring of this service area, engaging with partner agencies, to deliver high quality and safe provision for children in Salford.

Key outcomes

- To support and advice providers to ensure best practice relating to the implementation of school aged programs including free breakfast provision, holiday activities and food, wraparound and Ofsted registered holiday provision.
- To support and enhance the quality of provision for school aged children in maintained, private, voluntary and independent settings across the City.
- To support and advise staff providing school aged childcare on best practice delivery to meet the need of children across the age bands.
- To support practitioners working with school aged children in organising and planning a child centred play, by providing monitoring, support, challenge and where necessary intervention on issues of standards and quality.
- Give support pre and post Ofsted registration and inspections to school age childcare settings.
- Support the future development of links between settings in order to develop a peer to peer model of support.
- To work with Early Help and School Readiness services to meet and contribute to objectives and delivery including Best Start Strategies, Early Help and SEND strategy.
- To work in partnership with Starting Life Well and Family Hub colleagues to provide a quality service that is best value and fit for purpose.
- To be a flexible worker, working closely with the Starting Life Well & Family Hub colleagues to target resources appropriately to ensure vulnerable children and vulnerable settings are prioritised.
- To collate and analyse data to inform Salford school age childcare sufficiency needs and data returns to the Department for Education.
- Refer all concerns regarding standards in service provision, including complaints from parents, and child protection issues in accordance with agreed protocols with Ofsted and Salford Safeguarding Children's Partnership.
- Support and uphold equal opportunities in respect of all aspects of service delivery.
- Maintain accurate records of all work carried out in pursuit of the above duties and provide reports as required and to provide reports on settings as required.
- To provide support to ensure that effective information strategies and systems are in place to enable effective use and appropriate sharing of data and information to plan services and improve outcomes for children.
- Adhere to Working Together to Safeguard Children and respond appropriately to any safeguarding concerns.
- Work collaboratively with other services and professionals within Children's services and with health and the voluntary sector and contribute to an integrated Children's services agenda.
- Work in effective partnership with other teams within early years and childcare and other services and sectors to ensure coherence, consistency and best value.
- Support the development of clusters and provider forums to ensure that providers are involved in consultation and planning of services and to enable providers to share good practice and support the development of the peer to peer model.

- Work with colleagues to provide advice, information and support to enable all registered childcare providers to meet and maintain the appropriate safeguarding and welfare requirements.
- Support the raising of quality through self-assessment and continuous improvement.
- Contribute to the Starting Life Well training programme as appropriate.
- To develop programmes and provide appropriate training/professional development to meet the needs of providers delivering school age childcare.
- To advise and support on changes resulting from new and revised policies and legislation.
- Support individuals and groups seeking to register new childcare or childminding provision or variations to existing registrations with Ofsted.
- Support Childminders through delivery of Ofsted briefings, Preparation for Registration training and pre-registration support.
- Support plans to ensure sufficient supply of registered school age childcare places in order to develop and sustain the local school age childcare market.

What we need from you

- To model and demonstrate our values and behaviours.
- Minimum of a level 3 qualification in Early Years, Play work, Youth or relevant field.
- Professional experience of working within school age childcare provision at management level.
- Ability to support a team in planning and delivering quality school age childcare provision.
- Ability to plan and prioritise workloads within a range of complex and varied tasks.
- Experience of developing and delivering relevant adult training.
- Ability to ensure that practice leads to positive outcomes for children.
- Ability to provide leadership and ensure the quality of provision to a wide range of school age childcare settings including Childminders, breakfast provision, holiday activities and food providers and other wraparound provisions.
- Knowledge and understanding of child protection protocols and procedures.
- Experience of working in partnership with a range of agencies.
- Ability to collate and analyse data, present and return outcomes accordingly.
- Ability to provide advice and guidance in a supportive manner and build positive relationships across all sectors.
- An understanding of the school age childcare sector.
- To have a knowledge of and comply with the Children's Act 1989 and the revision 2004, Childcare Act 2006 and the Early Years Foundation Stage.
- The ability to travel within the city on a regular basis and the ability to work flexibly, including occasional evenings and weekends.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

#HappytoTalkFlexible



Salford City Council

Role details

Completed by: David Fielding

Date: 07/08/2026

Job code:

Job score:

Date of evaluation:

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