

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	School-Age Childcare & Sufficiency Lead	Grade:	P01
Reports To	Family Information Service Lead	Grade:	P04
Directorate:	Children and Young People	Section:	EYQST

Main Purpose of the job:

To lead the Local Authority's strategic and operational responsibilities for school-age childcare sufficiency and contribute to the wider statutory sufficiency duties for children aged 0–14 (and up to 18 for SEND). The role ensures Lewisham meets the requirements of the Childcare Act 2006, Childcare Act 2016, and the Statutory Guidance for Local Authorities on Early Education and Childcare, delivering a coherent approach to childcare access, market sustainability, and equitable opportunities for families — particularly those facing disadvantage. The post acts as the Local Authority's designated lead for school-age childcare, providing strategic alignment across before-school, after-school, holiday provision, wraparound childcare programmes, and wider early years sufficiency planning.

Summary of Responsibilities and Personal Duties:

The knowledge required to undertake these tasks will reflect the specific legislative, policy and operational requirements of CYP and the Best Start in Life agenda

Key Responsibilities

A. Strategic Leadership & Compliance

- Act as the primary point of contact for the DfE on school-age childcare sufficiency.
- Lead the school-age childcare strategy, ensuring alignment with statutory duties and wraparound programmes.
- Oversee compliance with grant conditions related to Early years grants, assurance processes, and all required DfE reporting.
- Ensure coordination with wider sufficiency obligations for all early years and childcare entitlements.

B. Wider Childcare Sufficiency Duties (0–14 / up to 18 SEND)

- Lead the full sufficiency cycle including supply/demand assessment, projections, gap analysis, SEND access and inclusion planning.
- Produce and publish the Annual Childcare Sufficiency Assessment (CSA) in association with FIS Lead.
- Identify barriers to access, affordability, and inclusivity and propose strategic interventions.
- Provide recommendations for commissioning, capital planning and market-shaping.

C. Market Planning & Cross-Team Coordination

- Work collaboratively across Early Years, SEND, Admissions, Pupil Place Planning, Family Hubs, Finance and wider partners.
- Coordinate sufficiency analysis for school-age childcare across schools, PVI's and voluntary sector providers.
- Ensure wraparound and HAF sufficiency is aligned with early years sufficiency.

D. Provider Engagement & Market Sustainability

- Support providers to sustain and expand school-age childcare places in collaboration with HAF Co-ordinator.
- Engage with schools, MATs, childminders, PVI settings, and community organisations.
- Lead targeted market-sustainability interventions.
- Work jointly with the Workforce & Sustainability Officer on aligned business support.

E. Programme Delivery

- Support DfE free breakfast club delivery and national rollout.
- Coordinate with HAF, Early Years and Family Support to deliver a joined-up local childcare strategy.
- Monitor programme performance and ensure reporting compliance.

F. Parental Engagement & Access

- Ensure parents receive accessible, up-to-date information on childcare availability.
- Promote childcare financial support offers (tax-free childcare, UC childcare).
- Tackle access barriers for disadvantaged or under-represented groups.

G. Role Dimensions

- Borough-wide remit across all school-age childcare providers focusing on wraparound working in affiliation with HAF coordinator.
- Engagement with Headteachers, MAT leaders, CEOs, provider groups and DfE officials.
- Contributes to commissioning and sufficiency decisions.
- May supervise project roles but holds no direct budget responsibility.

H. Strategic Alignment

- Statutory sufficiency duties under the Childcare Acts
- Best Start in Life Strategy
- Wraparound Childcare Programme
- Holiday Activities & Food (HAF) Programme
- Lewisham Education Strategy
- Local SEND Inclusion Strategy
- Borough Market-Shaping and Family Support Priorities

I. Internal Contacts:

- Officers and managers from all services, particularly those across CYP
- Headteachers, Senior School Managers, SAOs and early years staff

J. External Contacts:

- Managers and staff in the Private, Voluntary and Independent sector
- Childminders
- DfE, Ofsted
- Professional Bodies
- Suppliers of goods and services
- Members of the public

Other Duties

- Ensure that highly sensitive information is dealt with appropriately and the services are delivered in accordance with the principles of the Data Protection Act 1998
- Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values
- All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work
- All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public
- Assist in carrying out the Council's Environmental Policy within the day-to-day activities of the post
- Undertake other duties, commensurate with the grade, as may reasonably be required

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number Of Fully Managed Staff:

n/a

Number Of Partially Managed Staff:

n/a

PERSON SPECIFICATION

JOB TITLE: School-Age Childcare & Sufficiency Lead

POST NO:

DEPARTMENT: Early Years Quality and Sufficiency Service

GRADE: P01

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

Strong understanding of, and commitment to, equality, diversity and inclusive practice in a diverse community.	S
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Knowledge

Comprehensive knowledge of statutory childcare and sufficiency duties, including wraparound childcare, holiday provision (HAF), inclusion/SEND responsibilities, and market-shaping functions.	S
Sound understanding of safeguarding requirements, including the role of the LADO and Local Safeguarding Children Board.	S
Working knowledge of GDPR and the secure handling of sensitive information.	

Skills and aptitude

(Skills can only be used as shortlisting criteria if the skill is to be tested)

(To Be Tested – S)

High-level analytical skills, including data interpretation, forecasting and the production of clear management information.	S
Excellent ICT skills, including spreadsheets, databases and word-processing software.	S
Ability to plan, prioritise and manage a varied workload, working independently and meeting deadlines in a fast-paced environment.	S
Strong communication and stakeholder-management skills, with confidence in working alongside schools, providers and partners and the political awareness required in a local authority context.	

Experience

Experience of delivering childcare sufficiency, wraparound childcare or related programmes.	S
Experience of effective multi-agency and partnership working in a complex environment.	S
Experience using data to inform sufficiency or strategic planning.	
Experience of working on own initiative, but identifying when it is necessary to seek advice or refer on to a senior officer any highly complex or contentious issues	

Personal Qualities

Responsive, customer-focused and solution-orientated approach.

Flexible, adaptable and willing to learn new skills.

Circumstances

Ability to travel across the borough

Some evening availability for provider engagement

DBS Disclosure Required? **No** **Basic** **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post