

Job Description

Position Details

Position:	Early Years Assistant
Directorate:	Children, Young People and Families
Service:	Flying Start
Position no:	BG18136 & BG18137
Grade:	5
Hours of work:	37
Work style:	Service Based – Flying Start Hubs / Blaina ICC
DBS required:	Enhanced Disclosure with Child Barred List
Contact:	Sherelle Jago
Date:	24.07.25

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Flying Start Team Lead

Responsible for: Supporting families with children aged 0-7 by delivering practical interventions, activities, and groups across Flying Start Hubs in Blaenau Gwent to promote children's development and family resilience.

Assisting Family Support Workers in implementing Early Years programmes and interventions aligned with Flying Start, Health, Parenting, and Communication Guidance from the Welsh Government, as well as ACES prevention efforts.

Principal Accountabilities

1. Support the Flying Start and Early Years teams in running universal family resilience groups, including parent-toddler sessions, baby massage, and sensory or development activities.
2. To assist with the running of the Flying Start hubs to which you are assigned. This will include operational delivery of services and supporting the hub delivery model which helps tackle child poverty by pulling in services which support families with healthy lifestyles, digital access, welfare advice, food poverty, fuel poverty, housing support, debt / money management, improving skills and education, employment support etc.
3. Supporting Health Visitors and/or Family Support Workers with baby clinics, or the delivery of one-to-one packages with families to support child development and parental relationships at hubs or in family homes.
4. Support the Health Visitor in organising and delivering family interventions and programmes of support which will include group work, one to one work, undertaking home visits, assessments, arranging crèche provision.

5. Assist the Flying Start and Early Years team to ensure families are able to access support by the right person at the right time in the right location.
6. To ensure that engagement in group activities and services available and requested leads to families feeling more resilient by following reflective practice and outcome focused protocols.
7. Establish parent and toddler groups designed to become self-sufficient, enabling you to move on and set up new groups elsewhere. The goal is to empower communities and support families with child development knowledge and relationship skills to strengthen family resilience.
8. Facilitate story times, sensory groups and communicative play sessions, which may include role modelling with the parent/s.
9. Undertake child development assessments using a range of tools to understand their stage of development and make relevant referrals.
10. Support the delivery of parenting or Speech, Language and Communication programmes by running quality creche provision in a room adjacent to the programme being delivered as and when required.
11. Support the delivery of parenting or Speech, Language and Communication programmes by assisting the facilitator throughout the course by preparing resources and materials and being on hand to help throughout the course.
12. Work across the Flying Start hubs, improving accessibility for families to access services.
13. Undertake 'What Matters' conversations with families when appropriate to identify the outcomes they want to achieve and support their family plan to build resilience.
14. Assist with the completion of grant applications for essential items for children and families living in poverty.
15. To use child safeguarding knowledge to identify concerns and make relevant referrals as needed.
16. Work closely with a range of multiagency professionals and update those involved with the family with regular verbal and possibly written reports at times.
17. Support families with accessing the internet at the hubs to connect with other services.
18. To assist the team with working in partnership and developing robust links within the Flying Start hubs, including Communities 4 work, Families First, Education, Health and other third sector and voluntary agencies, to deliver the programme meeting Welsh Government's vision of a 4-pronged approach to tackling child poverty.
19. Support low level mental health and well-being sessions with families to improve family relationships and identify when there is the need to escalate Family Support Workers/ Health Visitors or higher tier support/services.
20. Build close links with community provisions to support families' transition to other community activities.
21. Support the team in coordinating family events and other outreach activities to increase community engagement and promote the work of early years intervention services to ensure vulnerable families are reached.
22. Monitor and evaluate all session delivery to support the collection of data for Welsh Government and local monitoring and evaluation purposes to ensure quality of intervention.
23. Participate in evidence-based practice and the development of Health Promotion material.
24. Attend appropriate training as and when required.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
A relevant Level 2 on the credit and qualifications Framework for Wales for example Children's Care, Play, Learning and Development (CCPLD), Health and Social Care	E	A
A relevant Level 3 professional qualification in Early Years, Childcare or Health e.g. CCLD, NNEB, EYCE, H&SC	E	A
Level 2 Safeguarding with experience and knowledge of child protection procedures	E	A, I
Trained to deliver early language or parenting programmes such as Elkan, IY, PLP, Solihull, COS etc	D	A
Commitment to attend training to co-deliver early language and or parenting programmes such as Elkan, Baby Massage, Incredible Years, etc	E	A, I, PP
Experience		
Experience of group facilitation	D	A, PP
Proven experience of working to support children and families on a one-to-one basis and/or in a community setting	D	A, I, PP
Experience of day-to-day responsibilities of a setting or community building	D	A, I, PP
Experience of being responsible for children, supervising play sessions/working in a creche/childcare setting	D	A, I, PP
Knowledge / Skills		
Knowledge of the Healthy Child Wales and Flying Start Programmes	E	I
Knowledge of child development between 0-7.	E	I
Knowledge of current legislation and its impact in early years	D	A, PP
An Understanding of how to support family resilience	E	A, PP
An Understanding of the 'ACES' agenda	D	A, PP
Excellent communication skills, both oral and written, with individuals and groups at all levels	E	A, I, PP
Excellent interpersonal skills with the ability to communicate with a range of audiences.	E	A, I, PP
Strong administrative and ICT skills including use of Microsoft Office Suite, other software and posting/managing pages/groups on various social media platforms	E	A, I, PP
Personal Attributes		
Ability to work on one's own initiative individually and collaboratively as part of a team	E	A, I, PP
Ability to develop good professional working relationships with families	E	A, I, PP
Empathy: the ability to encourage families to discuss barriers about accessing childcare and empathise with personal circumstances	E	A, I, PP
Adaptability: the ability to switch between tasks in response to demands as and when needed	D	A, PP

Minimum Welsh Language Skill Requirements		Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.		A, PP
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)		
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).		
Special Working Conditions / Requirements		
Demonstrate a professional, flexible and committed approach to work		A, I, PP
Full driving licence and use of a car		A, PP

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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