Job Description

POST IDENTIFICATION

Post Title	Early Years Language Delivery Officer				
Grade	6	**Job Evaluation ID:**	1375D	**Date Evaluated/Reviewed**	30/3/2023

Service Area	Prevention & Inclusion				
Service Team	Early Years				
Responsible to	Deputy Team Manager				
Areas of Responsibility	Click here to enter text *(name of teams).*				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	Yes
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To improve outcomes for children and families by providing support and intervention within the Flying Start Childcare settings, group settings and in the home delivering Early Language, and Portage principles

KEY RESULT AREAS

1. To organise, plan and deliver course sessions both within Flying Start Childcare settings and community groups as and when required, using principles from Welsh Government Early Language guidance.

2. To maintain accurate and up-to-date records of courses delivered to monitor and evaluate Early Language projects in Newport, ensuring information adheres to data protection requirements. This includes measuring distance travelled / course outcomes through participants (parent/child) evaluation and assessment strategies and adjusting course session or work plans as appropriate.

3. To develop positive relationships with families and to support family engagement in the identified Flying Start pathway including those most hard to reach. Encourage families to access additional support by signposting to other agencies and ensure parents have information regarding services available to them.

4. To deliver local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of children's skills.

5. To support childcare staff to deliver enhanced packages of Language support for children identified as having development delay, supporting the implementation of the ALN & Educational Tribunal Act 2018 and Speech Language pathway.

6. To work closely with the Early Years Support Team (Childcare, Early Language Team & Family Workers) to deliver targeted support to children with an identified need.

7. To undertake home visits for the purpose of language assessment as well as Delivery of packages of language support in the home using the Portage Principles.

8. To ensure the Health and Safety of participants and yourself in the community venues following NCC policy reporting any concerns to manager.

9. To operate within the policies and guidelines of Newport City Council including the lone working policy, All Wales safeguarding procedures and NCC safeguarding policy at all times. To take responsibility for personal health and safety and that of others.

10. To take the initiative as appropriate to develop appropriate multi agency approaches to supporting families in line with NCC Equal Opportunities Policy.

11. To supervise, mentor and upskill support officers including students and sessional workers, to deliver high quality interventions both in playgroup settings and community groups.

This job description sets out the main result areas of the post at the date when 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. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications	• Level 3 in childcare or equivalent qualification in a relevant discipline e.g. NNEB, CACHE. • Willing to work towards a Level 5 in Childcare. • Excellent numeracy/ literacy skills - equivalent to Level 2 in English and Maths.	• Level 5 Childcare Qualified.
Knowledge	• Good knowledge and understanding of principles of child development and learning processes. • Knowledge on how to support children with additional needs. • Knowledge of adult basic skill awareness Sound knowledge of the Flying Start programme. • Knowledge of Forest Schools. • Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council. • Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation.	• Knowledge of the Flying Start Programme. • Knowledge and understanding of Outdoor Learning.
Experience	• Significant experience of working with children under 5 in a learning environment. • Experience of working with children with additional learning needs. • Experience of working collaboratively with all key partners and professionals to support children's learning.	• Experience of working with children with additional needs.
Aptitude & Skills	• Ability to effectively use relevant equipment/ resources and technology to support learning. • Excellent verbal and written communication skills and ability to relate well to children and adults. • Work constructively and flexibly as part of a team. • Ability to identify own training and development needs and actively seek learning opportunities. • Ability to organise, lead and motivate other teams. • Ability to deal calmly with different situations as they arise.	

	• The ability to develop good relationships with children, parents and other professionals. • Understand and respect the principles of confidentiality.	

EXPECTED BEHAVIOURS & VALUES

Organise, allocate and check work. Demonstrate trust in others knowing when to support and when to step back.

Share best practice and contribute to development of practices. Maintain a realistic and positive attitude to change.

Communicate in a straightforward way. Confidently handle challenging conversations. Encourage and be open to developmental feedback from others

Use initiative to follow procedures to make appropriate decisions. Give feedback where these can be improved.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		Desirable			
Listening / Speaking Skills	3	Writing Skills	3	Reading / Understanding Skills	3

Special Conditions

Disclosure & Barring Service Disclosures	This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	Where appropriate to attend events and meetings outside normal school hours.

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

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