Job Description

POST IDENTIFICATION

Post Title	Flying Start Senior Practitioner (42 weeks of the year).				
Grade	Grade 6	**Job Evaluation ID:**	1492b	**Date Evaluated/Reviewed**	30/03/2017

Service Area	Prevention & Inclusion				
Service Team	Flying Start				
Responsible to	Early Years and Play Manager				
Areas of Responsibility	Click here to enter text *(name of teams).*				
Number of staff responsible for	4-9	**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 ensure high quality childcare provision are delivered in either playgroup or crèche in line with the Flying Start guidance. To be responsible for managing a team of childcare staff, volunteers and students. To foster effective relationships with parents, families and partner organisations. To facilitate appropriate activities and support for children and families within playgroups. Also breakfast club, wrap around and after school club within the Gaer setting.

KEY RESULT AREAS

1. To provide a welcoming, safe and supportive environment that enhances children's future play and learning, working with parents and to attend termly events (including celebration days).
2. To organise and deliver intervention programmes as highlighted from the child's needs assessments and Service Level Agreement (e.g. FPP's) by using appropriate resources that enhance children's development through the medium of play.
3. To support the Inclusion Co-ordinator while working with children with additional needs.
4. To maintain strict confidentiality within each childcare setting ensuring information held concerning children is done in accordance with Data Protection/GDPR guidelines ensuring that staff, students and volunteers adhere to NCC procedure.
5. Establish constructive relationships and communicate with Flying Start Professionals, Senior Practitioners, and other agencies/professionals, in liaison with the Early Years & Play Manager to support achievement and progress for participants. Attend meetings and conferences and provide information when required. To promote the service positively within the locality, networking and working in partnership with a range of other agencies from all sectors.
6. To support staff and children by being included in ratio as and when required.
7. To organise and escort children to and from setting for playgroup, wrap around and after school club at the Gaer childcare setting.
8. To organise and liaise with payment collection for the playgroup, wrap around and after school club at the Gaer childcare setting.

LINE MANAGEMENT RESPONSIBILITIES

9. To supervise and support staff who are undertaking qualifications as listed in the Social Care Wales Qualification Framework. To oversee the support given to students or volunteers. To carry out termly supervisions and identify any ongoing training requirements/request.

10. To work with the Early Years & Play Manager to ensure that all staff within the setting adheres to Flying Start, CIW and NCC policies and procedures.

11. To support and work alongside staff within the breakfast club, wrap around and after school club on a daily basis within the Gaer childcare Setting.

12. Ensuring assessments and observations of all children are carried out as stipulated within the SLA recording process and achievement (such as Foundation Phase Profiles), sharing this information with other key professionals subject to consent by parents.

13. To support staff in monitoring children's ongoing wellbeing, for example including identification of child abuse or neglect. To ensure staff fully understand and adhere to all Safeguarding policies and procedures.

14. To be the point of contact for any issues relating to the building, logging and reporting these to the Early Years & Play Manager or Capital & Resource Manager gaining authorisation for any works undertaken. To maintain appropriate records, registers and reports to ensure regulatory requirements are met.

15. To take responsibility for own Health and Safety and the safety of others, reporting hazards of potential danger to the Early Years & Play Manager. In the absence of a caretaker or usual venue key holder the post holder will be responsible for opening/closing the venue.

ADMINISTRATION

16. Monitor and evaluate all aspects of provision in line with the requirements of the Service Level Agreement submitting termly monitoring and budget reports to the Early Years & Play Manager/Quality Performance Manager.

17. Adhere to set processes for ordering equipment and ensure inventories are kept accurate and are regularly updated.

18. Ensure financial resources are spent in line with the Service Level Agreement and appropriate documentation in line with policy and procedures are maintained.

19. Record attendance in line with Flying Start procedure and liaise with the Admissions Officer to allocate and monitor childcare spaces.

PARENTS

20. To effectively plan, prepare and deliver a rolling LAP/Forest Schools Programme to parents and children from 2-3 years of age who attend the setting.

21. To plan and facilitate welcome sessions each term for new parents and their children. Ensure parents have information regarding services available to them, signpost and support parents to access parenting programmes as appropriate.

22. To organise termly visits from the Family Information Service to inform parents of the next stage of their child's learning experience. Develop partnerships with the local schools to aid the transition of children from Flying Start childcare settings.

23. To support transition of children and families into childcare settings by carrying out home visits for children with additional needs.

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	• A relevant qualification in Early Years/Childcare as identified within the Social Care Wales Qualification Framework	• Click here to enter text.

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PERSON SPECIFICATION		
	ESSENTIAL	**DESIRABLE**
	such as Level 3 Diploma in Childcare, Learning and Development. • Level 5 in a recognised Early Years Qualification as identified within the Social Care Wales Qualification Framework. • Further academic qualifications and/or studies relevant to Early Years.	
Knowledge	• Knowledge and understanding of National Minimum Standards for Regulated Child Care (CIW). • Awareness of current relevant legislation with regard to Flying Start and Early Years.	• Knowledge and understanding of Quality Assurance Schemes. • Knowledge of the Newport Flying Start areas.
Experience	• Experience of working with children and young people (significant experience of working in a regulated day-care setting.) • Experience of working within a multi-agency setting. • Experience of working with parents in disadvantaged communities. • Experience of working with children in groups. • Experience of the supervision of staff/volunteers/students.	Click here to enter text.
Aptitude & Skills	• Literacy skills equivalent to Level 3. • Full current driving licence and business insurance. • Excellent communication skills. • IT literate. • Be self-motivated and enthusiastic. • Ability to be flexible to meet the changing demands of the childcare settings. • Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council.	• Available to work non-standard hours in order to promote the service. • Welsh speaking.

EXPECTED BEHAVIOURS & VALUES

Manage the performance of people. Carry out 1-2-1s, My Reviews, the first stages of HR policies and develop people. Recognise respect and reward people's contribution valuing difference.

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

Communicate openly, being straightforward with people to generate trust and confidence.

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	0	Writing Skills	0	Reading / Understanding Skills	0

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)	This post requires your car insurance to include business use. Annual leave is to be taken during Flying Start closures. The post holder will be expected to be flexible in their approach to work and the willingness to travel throughout the City at various sites. They might be required to collect and deliver play equipment for different settings They must uphold the public trust and behave in a way which would not call into question their suitability to work for Flying Start The role may require evening, weekend and holiday working

Training

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

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here