Job Description

POST IDENTIFICATION

Post Title	Flying Start Practitioner				
Grade	3	**Job Evaluation ID:**	1480B	**Date Evaluated/Reviewed**	Text here

Service Area	Prevention & Inclusion				
Service Team	Flying Start				
Responsible to	Flying Start Senior Practitioner				
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 support children in their learning and development in either playgroup or crèche, in line with the Flying Start guidance. To ensure that all children experience a wide range of creative and experimental play opportunities in a safe and welcoming environment.

KEY RESULT AREAS

1. To be able to adapt to the requirements of each setting, and ensure that each child receives a warm welcome, attention and care when they first enter the Flying Start Programme.
2. To work closely with members of the team, parents, outside agencies and the wider Flying Start Programme.
3. To engage with Flying Start parents by providing initial support, being sensitive, sympathetic and deal with any concerns, being able to offer advice and signpost to other agencies as required.
4. To develop strong relationships with the children through implementation of keyworker groups in order to support children with additional learning needs.
5. Follow guidelines and procedures for Safeguarding as recommended by Newport City Council (NCC) and support staff when necessary. To maintain strict confidentiality for each childcare setting relating to information held concerning children and families.
6. To adhere to all policies and procedures as stipulated by Flying Start, which covers NCC and CIW regulations.
7. Ensure compliance with all health and safety, CIW and other legal requirements associated with the operation of the childcare settings. To ensure the childcare setting is prepared in advance before the start of the session by carrying out risk assessments on the room, garden area and equipment. To ensure that the equipment is safely stored and the room is left tidy.
8. To plan and deliver specific creative and imaginative activities which are appropriate for the children's age and ability both indoors and outdoors within breakfast club/playgroup/afterschool club when required. To attend and contribute to team meetings and planning sessions.
9. To escort children to and from setting for playgroup, nursery, wrap around and after school club ensuring correct procedure is followed.
10. To ensure that all observations and assessments of the children are recorded. To reflect on activities delivered in the session and provide feedback to the Senior Practitioner to enhance future planning.

11. To be responsible for creating and maintaining the child's individual portfolio this includes annotations, photographs and artwork. To ensure children's artwork and achievements are creatively displayed and appropriate within the setting.

12. To ensure accurate records are maintained and secure on a daily basis to meet Flying Start and NCC requirements and CIW regulations.

13. To ensure positive and consistent behaviour management techniques are implemented which underpin relevant training such as the Family Links Nurturing Programme.

14. To ensure children's needs are met on a daily basis by promoting healthy eating, increasing physical mobility, language and cognitive development and encouraging good hygiene practices. Care of children will include feeding babies, changing nappies and toilet/potty training.

You must uphold the public trust and confidence and behave in a way in work or outside of work, which would not call into question your suitability to work in this setting.

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 such as identified within the Qualification and Credit Framework such as Level 3 Diploma in Childcare, Learning and Development To be willing to undertake further learning, to complete Level 3 in Playwork, as identified within the Social Care Wales Qualification Framework within 2 years. To be willing to undertake further learning as identified within the Social Care Wales Qualification Framework	.
Knowledge	Knowledge of CIW standards Knowledge of the issues parents and children have accessing childcare setting within the community	Experience of strategies to overcome the issues parents and children have accessing childcare setting within the community
Experience	Experience of working with children ages 0-5 years Experience of delivering planned and age appropriate play and learning activities	Experience of working with parents in disadvantaged communities Experience of working in partnership with outside agencies
Aptitude & Skills	Literacy skills equivalent to Level 3 Ability to work on own initiative as part of a team and to cope with a busy group setting	IT literate Full current driving license and have business insurance Able to deliver small group work

	To be creative and imaginative in all aspects of the role and sensitive to the needs dealing with unsettled children Ability to communicate with and ensure all cultures and traditions are represented with equal value to avoid racial and sexual stereotyping Experience of supervising and mentoring staff, students or volunteers Able to maintain a high level of strict confidentiality Excellent communication skills To be confident and enthusiastic to motivate other team members Ability to be flexible to meet the changing demands of all Flying Start childcare and crèche settings To be able to work weekends and evenings to meet the needs of the service Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council	Welsh speaking

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships.

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 Requirements					
Welsh Language Skills		Essential			
Listening / Speaking Skills	2	Writing Skills	1	Reading / Understanding Skills	1

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)	The post holder will be required to collect and deliver play equipment from different settings. The post holder will be expected to be flexible and the role may require evening, weekend and holiday working Undertake any other duties and provide cover for all Flying Start playgroups and crèche, as directed by the Flying Start Early Years and Play Manager This post will require your car insurance to include business use Annual leave is to be taken during Flying Start closures

Training

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

To meet the changing needs of the job, training will support staff to carry out specific key roles within the childcare setting (includes designated ALNCo Safeguarding, Fire Warden, First Aider, Health and Safety).

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

Job Description

POST IDENTIFICATION

Post Title	Click here to enter text. Flying Start Deputy Practitioner				
Grade	4	**Job Evaluation ID:**	2336b	**Date Evaluated/Reviewed**	

Service Area	Prevention & Inclusion				
Service Team	Flying Start				
Responsible to	Flying Start Senior Practitioner				
Areas of Responsibility	Managing Childcare Provision in Senior Practitioners absence.				
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 support the development of children in either playgroup or crèche in line with the Flying Start guidance provision to ensure that all children experience a wide range of play opportunities in a safe and welcoming environment.

KEY RESULT AREAS

1. To be able to be flexible and oversee the childcare setting in the absence of the Senior Practitioner in the Flying Start Playgroup provision and remain on site in order to be able to manage any incidents that may arise.
2. To ensure that all elements of the daily routine are carried out to and feedback is provided to the Senior Practitioner on return. After each session to report and record as necessary any issues regarding the delivery of the session to the Senior Practitioner.
3. To assist the Senior Practitioner to maintain confidential assessments and records of the children and share information accordingly to the Flying Start protocols and assist the Senior Practitioner in meeting their targets and deadlines for the needs of the setting.
4. To oversee and implement a work programme for students and volunteers, which includes liaising with local collages, allocating a staff member to provide a mentoring role and ensure students adhere to the setting policies and procedures.
5. To be able to adapt to the requirements of each setting and ensure each child receives a warm welcome, attention and care when they first enter the Flying Start programme.
6. To engage with Flying Start parents by providing initial support, being sensitive, sympathetic and deal with any concerns, being able to offer advice and sign post to other agencies as required.
7. To work closely with members of the team, parents, outside agencies and the wider Flying Start programme.
8. To develop strong relationships with the children through implementation of key worker groups in order to support children with additional learning needs.
9. Follow guidelines and procedures for Safeguarding as recommended by Newport City Council (NCC) and support staff when necessary. To maintain strict confidentiality for each childcare setting relating to information held concerning children and their families.

10. To adhere to all policies and procedures as stipulated by Flying Start, which covers Newport City Council and CIW regulations

11. Ensure compliance with all health and safety, CIW and other legal requirements associated with the operation of the childcare setting. To ensure the childcare setting is prepared in advance before the start of the session by carrying out risk assessments on the room, garden area and equipment. To ensure that the equipment is safely stored and the room is left tidy.

12. To provide specific creative and imaginative activities which are appropriate for the children's age and ability within the setting both indoors and outdoors within breakfast club (Gaer)/playgroup/afterschool club (Gaer) when required.

13. To escort children to and from setting for playgroup, wrap around and after school club at the Gaer Childcare setting ensuring correct procedure are followed.

14. To ensure that all observations and assessments of the children carried out are recorded. To reflect on activities delivered in the session and provide feedback to the Senior Practitioner to enhance future planning.

15. To be responsible for creating and maintaining the child's individual portfolio this includes annotations, photographs and artwork. To ensure children's artwork and achievements are creatively displayed appropriately within the setting.

16. To ensure positive and consistent behaviour management techniques are implemented which underpin relevant training such as the family links nurturing programme.

17. To ensure children's needs are meet on a daily basis by promoting healthy eating, increasing physical mobility, increasing language and cognitive development and encouraging good hygiene practices. Care of children will include changing nappies, toilet/potty training.

18. To ensure accurate records are maintained and secure on a daily basis to meet NCC, Flying Start requirements and CIW regulations.

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 such as Level 3 Diploma in Childcare, Learning and Development • To be willing to undertake further learning, to complete Level 3 in Playwork, as identified within the Social Care Wales Qualification Framework within 2 years • To be willing to undertake further learning, to progress to a Level 5, as identified within the Social Care Wales Qualification Framework	Click here to enter text.
Knowledge	• An appreciation of the needs of disadvantaged groups • Knowledge of the local area • Knowledge and experience of meeting CIW standards • Knowledge of the issues parents and children have accessing childcare setting within the community	• Experience of strategies to overcome issues, parents and children face with accessing the childcare setting within the community

	• Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council	
Experience	• Experience of working with children aged 0 - 5 years • Experience of delivering planned and age-appropriate play and learning activities • Experience of working with parents in disadvantaged communities	• Experience working in partnership with outside agencies
Aptitude & Skills	• Literacy skills equivalent to GCSE A-C • Ability to work on own initiative as part of a team and to cope with a busy group setting • To be creative and imaginative in all aspects of the role and sensitive to the needs dealing with unsettled children • Ability to communicate with and ensure all cultures and traditions are represented with equal value to avoid racial and sexual stereotyping • Experience of supervising and mentoring staff, students or volunteers • Able to maintain a high level of strict confidentiality • Excellent communication skills • To be confident and enthusiastic to be able to motivate other team members • Ability to be flexible to meet the changing demands of all childcare and crèche settings • To be able to work weekends and evenings to meet the needs of the service	• IT literate • Full current driving license and have business insurance • Able to deliver small group work • Welsh Speaking

EXPECTED BEHAVIOURS & VALUES

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

Recognise and use best practice to solve problems. Take initiative to suggest improvements, sharing this constructively.

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

Follow procedures and rules. 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 Language Requirements					
Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)					
Welsh Language Skills		Desirable			
Listening / Speaking Skills	1	Writing Skills	1	Reading / Understanding Skills	1

Special Conditions	
Disclosure & Barring Service Disclosures	DELETE AS APPROPRIATE - Not Applicable / 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)	In the absence of a caretaker or usual venue key holder the post holder will be responsible for opening/closing the venue. To attend training to meet the requirements of the Social Care Wales Qualification Framework and Flying Start guidance. The post holder will be expected to be flexible and the role may require evening, weekend and holiday working. Undertake any other duties and provide cover for all Flying Start playgroups and crèche, as directed by Early Years & Play Managers. <u>Annual Leave</u> Annual leave is to be taken during Flying Start closures.

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

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