

Job Title: Flying Start Childcare Assistant

Post Number:

Service / Section: Social Services, Supporting Families Unit

Grade: 2

Overall Job Purpose:

To provide high quality childcare within Flying Start settings in partnership with parents / carers, the Flying Start team and schools.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

1. To provide stimulating, secure and culturally sensitive childcare facilities for pre-school age children of Flying Start families.
2. To assist with planning for children's learning opportunities in line with the Foundation Phase.
3. To set up, store, and ensure safety of all equipment.
4. To work with Flying Start Childcare Officer, Supervisor, Flying Start team and others to ensure high standards of Health and Safety in accordance with Isle of Anglesey County Council's Policy and Procedures.
5. To assist in maintaining records in accordance with Isle of Anglesey County Council's Policy and Procedures and Welsh Governments monitoring and grant requirements.
6. To support students with childcare.
7. To comply with Local Authority procedures in relation to child protection.
8. To carry out similar duties as may be required from time to time by agreement with the Childcare Officer and or Supervisor.
9. To work with all agencies identified to assist any child and his/her parents / carers.
10. To attend meetings as required.

11. To take part in identifying own development and training needs and to be committed to attending appropriate training and development.
12. To work with the Flying Start Teacher and Language and Speech Therapist to ensure quality care.
13. To support parents in achieving their objectives relating to the development of their child's speech and language.
14. To take responsibility for own health & safety and the safety of others, reporting hazards or potential danger to Senior Staff.
15. Be familiar with and follow minimum expected National Standards for full day care as outlined within Care Services and Wales Social Services Inspectorate registration guidelines (CSSIW).
16. To promote positive behaviour management techniques.
17. To work within the framework and guidance of all Flying Start policies and procedures.
18. To adhere to the multi-agency All Wales Child Protection procedure as implemented in Anglesey County Council.
19. To participate in the recording, monitoring, evaluation and review of services as directed by the Flying Start Co-ordinator and/or Childcare Officer.
20. To seek creative ways to enable families to integrate and participate in their Community, making full use of available local resources and attend relevant meetings with other agencies.
21. To undertake other related duties as are required by the need to meet the objectives of the Flying Start Strategic Plans or as directed by the Co-ordinator/Childcare Officer.
22. Comply with Health and Safety in the Workplace regulations, in accordance with the responsibilities stipulated in the 1974 Health and Safety in the Workplace Act and in the Council's Health and Safety Policy.
23. To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

Person Specification:

**Essential (E)
Desirable (D)**

Education and Training

The minimum educational requirements/professional or vocational qualifications for the post:

1. Level 2 or 3 Diploma for Children's Care, Learning and Development Wales and Northern Ireland as stipulated by the Social Care Wales guidelines or equivalent qualification.
2. Training in care of babies and child development

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Any specific training required for the post including Certification:

- 1.
- 2.

Key Competence Requirements

Job related knowledge:

1. Knowledge of child development
2. Knowledge of role of play in child development
3. Knowledge of the process and problems of parenting
4. Experience of working with children under 4.
5. Experience of working with children from a range of backgrounds and abilities.
6. Experience of working with children under 2.
7. Experience of planning play sessions and activities.
8. Experience of working as a member of a team.
9. Experience of working with disabled children.

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Specific skills:

1. Ability to organise work efficiently and effectively.
2. Able to communicate effectively with children and parents in Welsh and English.
3. Able to work with other crèche workers, staff, volunteers as a team member.
4. Able to develop imaginative approaches to play.

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Personal Attributes

Personal values and characteristics which should be demonstrated in performing the duties of the post

1. Interest in the role and development of play.
2. Enjoyment of work with children.
3. Commitment to anti-discriminatory practice
4. Commitment to team work.
5. Candidates should be able to recognise the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Flying Start

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Personal Circumstances

Job demands which, if not met, could constrain effective performance in post

1. Able to travel to crèches/playgroups on different sites in Ynys Môn.
2. Able to work flexibly by agreement with the Children's Services Manager.
3. Receives a satisfactory Enhanced Disclosure Clearance via the Disclosure and Barring Service

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4. Staff will have to abide by Isle of Anglesey County Council's Smoking Policy which does not permit smoking at work.	E
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Position in the Organisation:

Reports to:	Flying Start Childcare Leader
Staff Supervised:	None

Working Arrangements and Conditions:

Working Week:	Any 5 out of 7 Monday – Sunday
Identified Work Base:	Anglesey, Niwbwrch
Contracted Hours:	16 hours per week, term time only

Language Requirements

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>

English Language Skills (Please see the skills framework attached)						
Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input checked="" type="checkbox"/>	Level 5 <input type="checkbox"/>

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: May 2013, May 2017

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision