

Job Description

Directorate:		Social Services	
Service Area & Section:		Flying Start/ Early Years Programmes/ Partnership & Commissioning Hub	
Unit Manager:		Allison Williams	
Post Title:		Flying Start Childcare Worker	
Job Family & Role Profile:		LD35A	
Post No:	SS.60017	Grade	Grade 5

Summary of Role	
Reporting to:	Flying Start Childcare Manager
Purpose of the Post:	<ul style="list-style-type: none"> • Dechrau Disglair Flying Start provision offers free part time childcare for children living in the designated Flying Start area for 40 weeks a year. The provision of high quality childcare for children 2-3 years of age is the centrepiece of services to be delivered under the Flying Start initiative. • The childcare provision will focus on children from disadvantaged backgrounds, in target areas, and aims to improve their outcomes in preparation for school and in the long term. The Childcare worker post includes working as part of a strong team to provide excellent quality child care for all children attending the facility.
The post holder is responsible for the following:	<ul style="list-style-type: none"> • To provide a warm, safe, caring environment for 2 year olds offering stimulating development opportunities.
Job Working Circumstances The post holder will be	<ul style="list-style-type: none"> • Working as a team member, supporting the Childcare Manager, to ensure the childcare offered is of a high quality to enhance the all-round development of the children. • Actively participating in planning for the individual needs of children within the setting. • Being a key worker to a small group of children and ensuring that their records are kept up to date with concise, appropriate and relevant information. • Communicate relevant information effectively with other team members in a timely manner. • Refer any discrepancies or emerging patterns in children's notes to the Senior or Manager. • Assist the senior or Childcare Manager in collating of information and writing of children's reports.

- Work creatively with children from 2 - 3 years within the childcare environment, to meet their individual needs as prescribed by the Flying Start programme.
- Participate in and make constructive use of regular supervision in order to ensure effective service delivery and enhance professional development.
- Participate in appropriate training and staff development opportunities and actively participate in meetings and working groups across the Flying Start services.
- Attend appropriate training to enhance professional skills as identified with the line manager.
- Manage workload effectively.
- Adapt to varying situations.
- Basic cooking, snack and hygiene tasks.
- Liaise closely with colleagues and other professionals including Social Workers, Health Visitors, Speech and Language Therapists, Link Teachers, Flying Start specialists etc.
- Comply with the LA's Child Protection & Safeguarding policies & procedures.
- Attend and participate in meetings, core groups, case conferences, network meetings etc. as required.
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- Support, assist and encourage children, their families and other service users in utilising the activities at the setting, encouraging parents to bring their children regularly to maintain good attendance levels.
- Ensure all equipment, furniture, toys and kitchen utilities are hygienically maintained to meet with health and safety regulations.
- Work as a team in ensuring all activities (and provision) meets with the CIW minimum standards.
- Support/mentor any new staff, students or volunteers.
- Ensure the safety of all children while on duty.
- Work as a team to ensure that the setting is prepared and equipped for the day's activities.
- Work effectively as part of a team.
- Work as directed by the Childcare Manager.
- This post adheres to the City and County of Swansea's code of conduct, which includes all issues of confidentiality.
- Undertake any other duties as directed by Management at the initial place of work or other locations as necessary.

Person Specification

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Role Criteria No.1	Education, Qualifications & Training
Essential	<ul style="list-style-type: none"> NNEB, B-Tec National Diploma in Early Years; NVQ Level 3 Children's Care, Learning and Development (or equivalent as outlined in the Care Council Framework). <p>A list of Level 3 qualifications can be viewed on the Care Council for Wales' website this shows a current list of Accepted Qualifications for the Early Years and Childcare Workforce in Wales. September 2013.</p>
Desirable	
Evidence	All certificates to be provided at interview for validation.
Role Criteria No.2	Skills /Technical / Professional Competence
Essential	<ul style="list-style-type: none"> Post qualification experience of working in a Childcare or related situation. Experience of providing appropriate play provision for under 3's. Experience of working in partnership with parents and carers A high standard of education. An ability to work as part of a team. An ability to provide a fun and welcoming atmosphere by showing enthusiasm and commitment to the role.
Desirable	<ul style="list-style-type: none"> Experience of working with families in need. Experience of working with children with additional needs. Experience of report writing.
Evidence	<ul style="list-style-type: none"> Valid certification and/or registration/CPD.
Role Criteria No.3	Experience
Essential	<ul style="list-style-type: none"> A sound knowledge of child development. Knowledge of Child Protection & Safeguarding. Awareness and understanding of issues relating to equal opportunity.

Evidence	<ul style="list-style-type: none"> • At interview, then in post.
Role Criteria No.4	Competencies & Abilities
Essential	<ul style="list-style-type: none"> • Ability to work as a positive and constructive team member. • A commitment to Health and Safety at work. • Excellent organisational skills. • Excellent verbal communication skills. • Excellent written recording skills. • Ability to plan and record play sessions. • Ability to prioritise work according to need. • Ability to work under pressure and be resilient. • Ability to physically care for and meet the holistic needs of children in a childcare setting.
Desirable	<ul style="list-style-type: none"> • A current First Aid certificate. • A current food hygiene certificate. • Proven skills and experience of working with children and families in need, including issues of Child Protection. • An ability to work within the framework of the Children Act in safeguarding and promoting the welfare of children.
Evidence	<ul style="list-style-type: none"> • At interview, then in post.
Role Criteria No.5	Commitment to Equal Opportunities
Essential	<ul style="list-style-type: none"> • Candidates will demonstrate that all activities are undertaken in accordance with the Equalities Act 2010 and Swansea Council's Equal Opportunities Policy and Procedures. • All employees and managers must be aware of the Equality Act so that it is considered in their work, where relevant, to ensure compliance with legislation.
Desirable	
Evidence	<ul style="list-style-type: none"> • At interview, then in post.

Role Criteria No.6	Current Driving Licence
Essential	<ul style="list-style-type: none"> • Use of own car: • Should the post holder have a disability and/or be unable to drive, then they may seek alternative means of transport/assistance, which must be an effective and cost effective method of travelling.
Desirable	
Evidence	<ul style="list-style-type: none"> • Evidence the post holder is appropriately insured for business purposes to be provided annually.
Role Criteria No. 7	Compulsory Requirements for Introducing Change and New Ways of Working
Essential	<ul style="list-style-type: none"> • Demonstrate commitment to the Council's new ways of working, providing a positive and supportive environment that initiates and enables innovative and sustainable working practices that deliver high quality services for our citizens. • Embrace change through actively and flexibly participating in and adapting to new ways of working with our citizens, as agreed through formal consultation with Trades Unions and HR Policies and procedures.
Desirable	
Evidence	<ul style="list-style-type: none"> • At interview, then in post.
Role Criteria No. 8	Other Requirement
Essential	<ul style="list-style-type: none"> • It is essential that the candidate speaks Welsh and is able to write documentation through the medium of Welsh.
Desirable	
Evidence	

Health Surveillance and Monitoring:	This post will require the post holder to take part in health surveillance and monitoring procedures.
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Safeguarding:	The Authority in line with the Corporate Safeguarding Policy is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. The Authority expects all staff to undertake and keep up to date with mandatory safeguarding training for the both the protection of children and adults.
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Welsh Language			
The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this.			
Assessment of Posts			
All posts have to be assessed in respect of the Welsh Language requirements. The evidence of which has to be retained and available for (a) audit trail and (b) inclusion in annual report figures.			
Requirements for this post (See attached Welsh Language Skills Assessment)			
Understanding	Level: 5	Speaking	Level: 5
Reading	Level: 5	Writing	Level: 5
Based on the above, requirement for this post is as follows:			
Essential	x	Desirable	
To be learned		Not required	

Disclosure and Barring Service (DBS):	This post requires the postholder to have the level of DBS disclosure as indicated below:		
	Standard DBS Disclosure Application	Enhanced DBS Disclosure Application	No DBS Disclosure Application
		X	

Review/ Right to vary:	This Person Specification is as currently applies and will be reviewed regularly according to the Employee Performance Management Review Policy and the Performance Development Review and Appraisal process. The Job and Person Specification may be subject to other Variance within the remit of the Role Profile.
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Sign off			
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Line Manager:		Date:	
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Post Holder:		Date:	
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Welsh Language Skills Framework

Level 0			
No Welsh language requirement identified for the post – but all recruits should be aware of the corporate requirements of the Welsh language standards and completion of the Welsh language awareness course is advised.			
Understanding	Speaking	Reading	Writing
➤ No Welsh language requirement identified	➤ No Welsh language requirement identified	➤ No Welsh language requirement identified	➤ No Welsh language requirement identified
Level 1			
Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. Where someone lives; what they like doing. Can pass on a simple message or make a straightforward request, e.g. via e-mail.			
Understanding	Speaking	Reading	Writing
➤ Can understand simple personal information details; e.g. where someone lives, his/her name, who the person wishes to see	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the telephone ➤ Can open and close a conversation or open and close a meeting. 	➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
Level 2			
Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.			
Understanding	Speaking	Reading	Writing
<ul style="list-style-type: none"> ➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel in general ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange 	➤ Can read short message and certain letters or e-mails, e.g. Those which make a request or ask you to pass on a message	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment

	<p>relatively straightforward information</p> <ul style="list-style-type: none"> ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 		
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Level 3

Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.

Understanding	Speaking	Reading	Writing
<ul style="list-style-type: none"> ➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or information Welsh as required.

Level 4

Can usually follow most conversations or discussions, even on unfamiliar topics, unless the speaker has a strong or unfamiliar accent. Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. In meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of a dictionary and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

Understanding	Speaking	Reading	Writing
<ul style="list-style-type: none"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ Can contribute effectively to internal and external meetings in a work context. 	<ul style="list-style-type: none"> ➤ Can read most correspondence and scan long texts to find details. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of an editor or electronic aid.

<ul style="list-style-type: none"> ➤ Can understand differences in register and dialect. 	<ul style="list-style-type: none"> ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand novels and other texts, unless written in a very formal or colloquial form. 	
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Level 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in details, adapting the language to suit the audience.

Understanding	Speaking	Reading	Writing
<ul style="list-style-type: none"> ➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> ➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➤ Can read long texts to find relevant details and can understand most types of written material. 	<ul style="list-style-type: none"> ➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➤ Can write formal or informal Welsh as required. ➤ Can write a range of documents accurately and with confidence.

Disclosure and Barring Service (DBS) Disclosure Checks

The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

The DBS enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults.

The DBS can issue 5 levels of Disclosure Certificates, depending on the position applied for, namely Standard, Enhanced, Enhanced with ISA check (children), Enhanced with ISA check (adults) and Enhanced with ISA check (children and adults)

Prospective applicants should be aware that before any offer of appointment is confirmed the successful candidate will be required to complete an online application form for the appropriate level of disclosure. Proof of the successful candidate's identity will also be required in the form of the following: Passport, Driving Licence, Birth Certificate and Utility Bills.

The Authority actively promotes equality of opportunity for all existing employees and prospective applicants. Candidates are selected on the basis of skill, qualifications and experience, and their match against the Person Specification. A criminal record will not necessarily bar applicants from working with the Authority. It will depend on the nature of the position and the circumstances and background of the offence.

The Authority has a written Policy on the Recruitment of Ex-offenders, which complies with the DBS Code of Practice, and undertakes to treat all applicants fairly.

The following information is available from the Employee Services Helpdesk, Room 323, The Guildhall, SWANSEA SA1 4PE; Telephone 01792 636098, email employee.serviceshelpdesk@swansea.gov.uk.

- DBS's Code of Practice;
- Authority's Policy on the Security of Confidential Disclosure information;
- Information on the Rehabilitation of Offenders Act 1974

Further information about the Disclosure Scheme is available at www.homeoffice.gov.uk/agencies-public-bodies/db/.



Corporate Plan

Delivering a successful and sustainable Swansea

Our ambitions and commitments to residents – our well-being objectives

We have prioritised six well-being objectives. These are:

- **Safeguarding** people from harm – so that our citizens are free from harm and exploitation.
- Improving **Education & Skills** – so that everyone in Swansea gains the skills and qualifications they need to succeed in life.
- Transforming our **Economy & Infrastructure** – so that Swansea has a thriving mixed use City Centre and a local economy that will support the prosperity of our citizens.
- **Tackling Poverty** – so that every person in Swansea can achieve his or her potential.
- Maintaining and enhancing Swansea's **Natural Resources and Biodiversity** – so that we maintain and enhance biodiversity, reduce our carbon footprint, improve our knowledge and understanding of our natural environment and benefit health and well-being.
- **Transformation & Future Council** development – so that we and the services that we provide are sustainable and fit for the future.

Our Values

Our plans will be built on three clear values which will guide the way that we work, how we develop as an organisation and our decision making through the years ahead.

➤ **People Focus**

We will focus on community needs and outcomes and on improving the lives of the people who live and work in Swansea. We will also

respect, value and support our employees and demonstrate the highest standards of integrity.

➤ **Working Together**

We will promote a whole partnership approach, working across services to maximise resources and knowledge and joining forces with others outside the Council to ensure we prioritise our resources and get the best for our communities.

➤ **Innovation**

We will promote and support a culture of innovation. We will think and work differently to improve our ability to deliver and to meet the financial, demographic and societal challenges we face. We will share learning across the Council, as part of our Innovation Programme.