



Social Services Directorate

Post Title	Childcare Deputy Leader		
Post Number	BG0	Grade	Scale 4 £17,333 - £19,817
Base	Blaina ICC	Hours	37 hours
Car User Allowance	Casual	Disclosure	Enhanced
Contact	Hayley Billington Tel. 01495 354746	Updated	March 14

Principal Job Purpose

Responsible to: Blaina ICC Childcare Leader and Flying Start Co-ordinator

Responsible for: Providing high quality childcare at Blaina Integrated Children's Centre for children aged 0-11 years, offering the Flying Start Programme and providing Family Fun sessions as directed by Welsh Government, after school and holiday club.

Principal Accountabilities

1. To be responsible for reporting to the Childcare Leader and Flying Start Childcare Co-ordinator.
2. To work with the Childcare Leader and other staff members to provide a high quality childcare service for 5 mornings/afternoons per week for the academic year Term Time Only.
3. To work an 3 additional weeks across 15 split days (programmes in a year in advance) during the school holidays to carry out termly Home Visits with the Flying Start Family Support Workers for smooth transition from home to childcare and to provide Family Fun sessions during school holiday time.
4. To provide after school and holiday childcare for children ages 4-11

5. To work with the Flying Start Core Team to support the delivery of other elements as and when required e.g. Language and Play, Number and Play and Crèche.
6. To work with the Childcare Leader and other staff members to establish effective relationships with parents/carers and children in the Flying Start area embracing the Key Worker role and responsibilities.
7. To work with the Childcare Leader and other staff members, participatively with parents/cares and children to encourage participation, feedback and positive role modelling.
8. To work with the Childcare Leader and other staff members to provide taster sessions for the parents/carers and their children.
9. To work with the Childcare Leader and other staff members to provide a welcoming, caring and stimulating environment through a planned programme supporting the physical, social, emotional and cognitive development of each child by providing opportunities which will enable them to reach their full potential.
10. To work with the Childcare Leader and other staff members for registering and maintaining the standards of the Care and Social Service Inspectorate of Wales.
11. To work with the Childcare Leader and other staff members in achieving the Blaenau Gwent Quality Assurance Award and an All Wales Quality Assurance.
12. To work with the Childcare Leader, other staff members and the Flying Start Advisory Teacher to provide a quality pedagogical framework, which includes indoor and outdoor play.
13. To work with the Childcare Leader, other staff members to support a Key Worker system and develop Individual Play Plans.
14. To work with the Childcare Leader, other staff members to provide support for additional staff e.g. placements, Additional Needs Workers.
15. To work with the Childcare Leader, other staff members to deliver a culture of reflective practice and self-evaluation within the setting.
16. To work with the Childcare Leader, other staff members to offer healthy snacks and support healthy initiatives.
17. To attend weekly planning meetings with the work with the Childcare Leader, and all other staff members.
18. To deputise for the Childcare Leader during unforeseen absences e.g. sickness, bereavement.

19. To work with the Childcare Leader, other staff members to maintain confidential assessments and records of the children, and share information according to the Flying Start protocols
20. To work with the Flying Start Health Visitor and Family Support Workers to ensure smooth transition to and from the childcare provision, to other services.
21. To attend Flying Start meetings, as and when required e.g. the multi-agency Referral Panel, Childcare Cluster Group and the local Area Realisation Group.
22. To attend appropriate training as and when required, and undertake in appropriate Continuous Professional Development.
23. To assist in local promotion of the role and potential of the Flying Start programme to all relevant stakeholders, e.g. local events, occasional weekend work
24. To work with the Flying Start Core Team to support the delivery of other elements as and when required e.g. Language and Play, Number and Play and Crèche.
25. To work with the Health Visitors and Family Support Workers to share information and provide a holistic plan for the children.
26. To work with the Family Support Workers to ensure smooth transition to and from the childcare provision, to other services.
27. To ensure that all aspects of the project work participatively with children and their parents.
28. As a condition of your employment you may be required to undertake such other duties and /or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.
29. To show knowledge and compliance to the Local Authorities Health and Safety Policy.
30. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Supervisory

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
Children's Care Learning and Development NVQ Level 4 or QCF Level 5 or equivalent	E	✓			
Basic Skills - A, B or C GCSE in Mathematics or Keys Skills Level 2 in Application of Number	E	✓			
Basic Skills - A, B or C GCSE in English Language or Keys Skills Level 2 in Language and Communication.	E	✓			
ELKLAN Level 3 (CPD Commitment)	D		✓		✓
Other experience					
A minimum of 2 years experience of working in Early Years childcare	E	✓			
Experience and understanding of the role of managing a childcare setting	E	✓	✓	Scenario	
Experience of working in partnership with a wide range of individuals and agencies, including parents, health services, childcare and training provider, statutory and voluntary organisations.	E		✓		
Knowledge/Skills					
A good understanding of Microsoft Office applications.	E	✓			
Knowledge of Safeguarding and Child Protection policies and procedures	E	✓	✓	Scenario	
Knowledge of the principle aims of the Flying Start Programme	E	✓	✓		
Knowledge of Child Development for children under 5	E		✓		
Knowledge of the National Minimum Standards for Regulated Childcare	E		✓		
Ability to integrate Welsh in activities and daily routines	E	✓			

2. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full Driving Licence and access to a car	E	✓			✓
Commitment to flexible working hours including some twilight sessions, evenings and weekends	E	✓			

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Managing the Team	Sets an example to the team by own approach and attitude				✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team				✓
	Ensures equality & diversity issues are integral to service delivery				✓
	Recognises when it is necessary to take a firm but appropriate line				✓
	Supports & encourages good work-life balance in the team				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering a Continually Improving Service	Ensures the team understand how they contribute to achieving operational objectives				✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance				✓
	Challenges poor performance appropriately				✓
	Is positive about improving the service and identifies potential benefits for the citizen				✓
	Consults team and others, inside and outside the organisation, for improvement ideas				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Uses appropriate and precise methods of communication				✓
	Communicates positively and respectfully				✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere				✓
	Encourages team members to think about and suggest improvements				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Uses problem solving as a method of improving the service				✓
	Seeks clarification or challenges appropriately				✓
	Explains decisions appropriately				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands the benefits of working together				✓
	Promotes and contributes to partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Putting the Citizen First	Recognises the importance of the citizen's input to improving the service				✓
	Ensures team is focused on serving the citizen as the first priority				✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery				✓
	Is positive about the organisation and the community it serves				✓