

**Job Description****Social Services Department**

Post Title	Childcare Assistant		
Post Number	NEW x 2	Grade	Scale 3 £15,598-£16,998
			52 weeks
Base	Blaina ICC	Hours of Work	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 support the Childcare Leader and Deputy with reporting to the Flying Start Childcare coordinator.
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. Play, Learn, Grow, Language and Play, Number and Play and Crèche.
6. To work cooperatively with the Childcare Leader and other staff members to establish effective relationships with parents/carers and children in the Flying Start catchment area.
7. To work collaboratively with parents/carers to encourage participation, feedback and positive role modelling in their children's development.
8. To work as part of a team in providing taster sessions for the parents/carers and their children.
9. To work as part of a team 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 assist the Leader and Deputy in registering and maintaining the standards of the Care and Social Service Inspectorate of Wales.
11. To assist the Leader and Deputy in achieving a recognised Quality Assurance Award.
12. To cooperate 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 act as a Key Worker and be responsible for the overall development of a group of children which includes producing Individual Play Plans.
14. To work collaboratively with additional or temporary staff e.g. work placement students, Additional Needs Workers.
15. To adopt reflective practice and self-evaluation.
16. To work with the Childcare Leader and other staff members to offer healthy snacks and support healthy initiatives.
17. To attend weekly planning meetings and be responsible for planning for his/her Key Children.
18. To maintain confidential assessments and records of children.
19. To communicate information according to Flying Start protocols
20. To liaise and work collaboratively with Flying Start Health Visitors, Family Support Workers, Nursery Teachers and other outside agencies.

21. To work with the Childcare Leader in ensuring smooth transition to and from the childcare provision to other services.
22. To attend Flying Start meetings, as and when required.
23. To attend appropriate training as and when required, and undertake appropriate Continuous Professional Development.
24. 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.
25. To ensure that all aspects of the project work participatively with children and their parents.
26. 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.
27. To show knowledge and compliance to the Local Authorities Health and Safety Policy.
28. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Non Managerial

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualification of NVQ Level 3 in Children's Care Learning and Development or CACHE Early Years and Childcare Diploma Level 3 or equivalent.	Essential	✓			
GCSE grade A–C in Mathes and English or Keys Skills Level 2 in Application of Number and Communication or equivalent.	Desirable	✓			
ELKLAN Level 2 (CPD Commitment)	Desirable		✓		✓
Other experience					
Experience of working in high quality registered childcare.	Essential	✓	✓		
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.	Desirable		✓		
Knowledge/Skills					
Knowledge of safeguarding and child protection protocols.	Essential	✓	✓	Scenario	
Knowledge of the principle aims of the Flying Start Programme.	Essential	✓	✓		
Knowledge of child development of children under 5.	Essential		✓		
The skill to work as a member of a team and also demonstrate own initiative.	Essential	✓			
Knowledge of Equal Opportunities and Data Protection protocols.	Essential		✓		
Ability to intergrate Welsh in activities and daily routines	Essential		✓	Task	

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

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.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance, and multi task to meet childrens individual needs	Essential			✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Maintains a professional attitude at all times				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation		✓ Essential		✓