

**Job Description****Social Services Directorate**

Post Title	Language & Play Coordinator		
Post Number	(BG10338 Covering BG01413)	Grade:	Scale 6
Base	Heart of the Valleys Integrated Children's Centre	Hours of Work	30
Car User Allowance	Casual	Disclosure	Enhanced
Contact	Sherelle Jago	Updated	December 2014

Principal Job Purpose

Responsible to: Flying Start Manager

Responsible for: To co-ordinate, promote, deliver, monitor and evaluate the Welsh Government Early Language provision throughout Blaenau Gwent.

Principal Accountabilities

1. The LAP/NAP Co-coordinator will be responsible for overseeing the Early Language Team in their promotion, organisation and delivery of the LAP/NAP and Talking Tots Programmes in Blaenau Gwent. LAP/NAP project aims to improve the literacy and numeracy skills of children 0-3years, actively targeting areas of disadvantage and hard to reach groups. Talking Tots aims to introduce language development strategies and interaction styles for parents to support children with delayed speech, language and communication, as identified by the Wellcomm screening tool.
2. The Co-ordinator will be responsible for delivering the Welsh Government training programme to Early Years Workers to enable them to deliver the LAP/NAP Programme in a variety of settings.
3. The Co-ordinator will provide ongoing support, mentoring and quality assurance to existing groups.
4. The Co-ordinator will work closely with Welsh Government to ensure the consistency of delivery and the sharing of good practice.

5. To meet frequently with Flying Start Speech and Language Therapists' to identify service progress and challenges and reinforce different language developing strategies for families, as recommended.
6. To oversee the management of one Flying Start building hub; responsible for service delivery; buildings health and safety including risk assessments and managing the hubs allocated budget for the building and its maintenance.
7. To provide statistical information and monitor and evaluate the scheme as required by Welsh Government.
8. To manage the LAP/NAP budget and allocation of spend within the Flying Start budget related to Early Language provision.
9. To liaise with the Flying Start Manager to develop provision within identified Flying Start areas.
10. To develop complimentary programmes aimed at improving children's musical and physical skills.
11. To prepare an annual delivery plan and provide quarterly reports for Welsh Government and the Early Years Childcare Development Partnership.
12. To undertake any other duties deemed necessary to this post and work within the Integrated Services Team.
13. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
14. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Supervisor

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
<ul style="list-style-type: none"> • A minimum of level 3 or equivalent in Early Years, Childcare, Play or a related discipline 	E	✓			
<ul style="list-style-type: none"> • A willingness to work towards NVQ level 4 qualification or equivalent 	D	✓	✓		
Other experience					
<ul style="list-style-type: none"> • Substantial experience working within Early Years, Childcare, Health, Education or Community Development Project 	E	✓	✓		
<ul style="list-style-type: none"> • Ability to communicate effectively with professionals/ organisations, parents and young children 	E	✓	✓		
<ul style="list-style-type: none"> • Experience of multi-agency working 	D	✓			
<ul style="list-style-type: none"> • Experience of working in partnership with parents to promote improved outcomes for children 0-3 years 	E	✓	✓		
<ul style="list-style-type: none"> • Experience of data collection, monitoring and evaluation and report writing 	E	✓			
<ul style="list-style-type: none"> • Experience of outreach work 	D	✓			
<ul style="list-style-type: none"> • Experience of working with vulnerable families 	D	✓			
<ul style="list-style-type: none"> • Experience of managing a budget 	E	✓			
<ul style="list-style-type: none"> • Experience of community development 	D	✓			
<ul style="list-style-type: none"> • Experience of delivering training to other professions 	D	✓			
<ul style="list-style-type: none"> • Experience of mentoring and supporting other staff 	D	✓			
Knowledge/Skills					
<ul style="list-style-type: none"> • A knowledge of Welsh Government initiatives, including Language and Play/Number and Play, Flying Start, Families First 	E	✓	✓		
<ul style="list-style-type: none"> • Comprehensive knowledge of relevant legislation related to children and families, including Safeguarding 	D	✓	✓		

• To have a working knowledge of IT packages and monitoring systems	D	✓	✓		
• A knowledge of local provision to support children 0-3 years and their families	D	✓	✓		
• Good organisational skills	D	✓	✓		
• Ability to relate to needs of children 0-3years and their families	D	✓	✓		
• Ability to work in partnership with other agencies to support parents	D	✓	✓		
• Strong communication skills, including ability to chair meetings, give presentations and liase with other professionals	D	✓			
• Ability to use IT packages	D	✓	✓		
• Ability to provide support and leadership to Early Language Support Workers	E	✓	✓	✓Task	
• To be able to organise, plan and prepare opportunities for families in an environment which is stimulating and challenging	D	✓			
• To be able to observe, assess and record the progress of children and their families	E	✓			
• Ability to manage resources effectively.	D	✓			
• Self motivated, enthusiastic and able to work on own initiative	E		✓		
• A flexible approach and willingness to work with agencies and individuals from a range of backgrounds	D		✓		
• To be able to work alone and as a part of a team	D	✓			

2. Special Requirements	Essential	Desirable
• To hold a full driving licence and have access to a vehicle for work purposes	E	
• An ability and willingness to occasionally work outside usual office hours, to meet community need	D	
• Ability to speak Welsh or a willingness to learn		D

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
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				✓