



Job Description

Social Services Department

Post Title	Early Language Support Worker – Flying Start		
Post Number	BG08994	Grade	5
Base	Blaina ICC	Hours of Work	37 per week
Car User Allowance	Approved Casual	Disclosure	Enhanced
Contact	Ceri Bird Tel. 01495 35427	Updated	September 2013

Principal Job Purpose

Responsible to: Flying Start Family Support Co-ordinator / Flying Start Speech and Language Therapist

Responsible for: To deliver Early Language services to eligible parents and children throughout the antenatal period up to the child's 4th birthday.

Principal Accountabilities

1. To be responsible for reporting to the Flying Start Family Support Coordinator.
2. To work effectively within the Flying Start Early Language Team to deliver a high quality service to eligible children and their parents.
3. To work in partnership with the Flying Start Early Play Workers offering universal programmes eg LAP and NAP
4. To work collaboratively with the Flying Start Health Team, Family Support Workers, Childcare Workers, Parenting Team, Primary Schools and other outside agencies to develop positive relationships and support change in the culture of integrated working.

5. To provide advice and guidance on the importance of early language and communication for antenatal parents.
6. To develop professional relationships with eligible parents/carers to promote and support engagement in the all elements of Flying Start.
7. To assess all Flying Start children at 18 months using an evidence based assessment (i.e. WellComm) to identify children with speech and language delay or difficulty and deliver appropriate language programmes to develop the identified children.
8. To deliver evidence based speech and language programmes (i.e. Talking Tots) to support children identified as having a language delay, in partnership with the Flying Start Speech and Language Therapist.
9. To inform childcare staff of assessment results and support initial IPP setting.
10. To discuss children identified as having significant language difficulties with the Flying Start Speech and Language Therapist.
11. To deliver taster sessions for the parents/carers and their children to ensure smooth transition from the home to Language and Play and Number and Play programmes
12. To undertake reflective practice and self-evaluation to evidence best practice and quality service delivery.
13. To undertake pre and post assessments (i.e. WellComm) on children supported through the Early Language Team to demonstrate distance travelled.
14. To provide appropriate data for the Family Support Co-ordinator / Flying Start Speech and Language Therapist, as and when required
15. To attend Flying Start meetings, as and when required e.g. Multi-Agency Panel Meetings, Core Group Meetings, and Flying Start Team Meetings.
16. To be responsible for own Continuous Professional Development in accordance with the Flying Start Guidance and management approval.
17. 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.
18. To ensure that all aspects of the project work is in participation with children and their parents/carers.
19. 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.
20. To show knowledge and compliance to the Local Authorities Health and Safety Policy.
21. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
Early Years – Minimum of Level 3 NVQ in Children’s Care Learning and Development or Health and Social Care.	Essential	✓			
Language - Qualified to Level 3 in a recognised Speech and Language Programme eg ELKLAN or willingness to work towards.	Desirable	✓	✓		✓
Basic Skills - Mathematics C grade GCSE <u>or</u> Key Skills Application of Number Level 2	Desirable	✓	✓		✓
Basic Skills - English Language C grade GCSE <u>or</u> Key Skills Language and Communication Level 2	Desirable	✓	✓		✓
Other experience					
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.	Essential		✓		
Experience of delivering community services to early years children and/or their families	Essential	✓	✓		
Knowledge/Skills					
Knowledge of the principles of Flying Start as detailed in the Flying Start Strategic Guidance 2012	Essential	✓	✓		
Knowledge of educational and health development of children under 5 and the long term impact	Essential		✓	Task	
Knowledge of current Child Protection and Safeguarding policies and procedures.	Essential		✓		
Ability to work on own initiative and as a member of a multi-agency team.	Essential	✓			
The ability to work with individuals in a sensitive manner, maintaining confidentiality and impartiality with a commitment to Equal Opportunities	Essential		✓		
Knowledge of Microsoft Office applications.	Essential	✓			

2. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Commitment to working Flexible hours including some evening or weekend work.	Essential	✓			
Ability to communicate effectively through the medium in Welsh.	Desirable	✓			
Full Driving Licence and access to own car	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 to meet childrens needs				✓
	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				✓

	Constantly strives to improve on quality				✓
	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 and practices 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				✓
	Has a professional attitude that sets an example to colleagues				✓
	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				✓
	Ensures Flying Start Protocols and Policies are adhered to				✓