

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Family Support / Early Years and Childcare /Flying Start
POST:	Senior Childcare Worker
GRADE OF POST:	GR08
RESPONSIBLE TO:	Flying Start Childcare Team Leader

JOB PURPOSE:

This job contributes to the Directorate's main goal, which is to help all children and young people to: thrive and make the best use of their talents; live healthy and safe lives; be confident and caring individuals; know and receive their rights.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- The post holder will be the senior childcare worker within one of the BCBC Flying Start childcare settings, providing high quality childcare and education as part of the Flying Start programme, planning and supervising activities using the philosophy and ethos of the Flying Start programme and Foundation Phase, planning and implementing daily activities with your co-workers that meet the needs and stages of development, appropriate to the age of the children.
- With the support of the Flying Start Childcare Team Leader you will be responsible for the running of the setting on a day-to-day basis adhering to the LA's policies and procedures at all times. Attending to the physical needs of children such as toileting, changing nappies. You will ensure that the childcare setting meets health and safety requirements, in order to keep children safe, you have a realistic experience of the requirements of the CIW national minimum standards for registered childcare settings, and be able to apply this experience and knowledge to practice.
- You will undertake observations, assess and plan for the individual needs of children, supported by relevant professionals in order to develop individual play plans as required. You will develop, with the support of the Flying Start Childcare Team Leader and Quality and Impact Team, long and short range planning in accordance with curriculum objectives to support, developmentally appropriate practice and programme philosophy.
- You will arrange the childcare learning environments both indoors and outdoors in accordance to programme goals and philosophy, helping children to learn through activities and play, providing a stimulating caring and safe environment for the children in your care. You will work closely with professionals such as Speech and Language Therapists to develop activities to support language development including reading stories and providing other focused activities.

- You will work closely with parents exchanging information on their child's development, maintaining confidentiality, attending meetings and training events as required by the Flying Start Childcare Team Leader and Quality and Impact Team.
- You will submit data and undertake activities linked to the monitoring of the Flying Start programme, keeping appropriate records such as assessments, attendance and time sheets. You will organise and store toys, resources and materials to ensure order in activity areas, inspecting and replacing damaged or lost materials.
- You will have an effective understanding of the principles of safeguarding and child protection procedures, reporting any concerns about the safe-guarding/child protection of children to the appropriate Local Authority senior officer. Within the role of Senior Childcare Worker you will undertake the day to day management of staff and the setting, contributing to effective supervision and appraisal processes set out within BCBC policies. You will participate in any training and development activities in order to maintain own development or to enhance competence within job role.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK (WHERE APPLICABLE)

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Senior Childcare Worker

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • An appropriate Level 3 & Level 5 qualification in Childcare, as set out in the Care Council for Wales List of Accepted Qualifications for the Early Years and Childcare Workforce in Wales. • Level 5 in Leadership and Management CCLD. • Good numeracy / literacy / I.T. skills to Level 2. • Current First Aid and Food Hygiene qualifications 	<p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of managing a childcare setting and working effectively as a team leader. • Considerable knowledge and understanding of child development and early years education and provision. • Effective understanding of safeguarding / child protection issues. • Experience of working in an early years setting and working directly with children and their families. • Able to develop relevant policies and procedures. • Experience of working with parents in a childcare setting. • Ability to plan developmentally appropriate activities for children. • Understanding of the issues affecting deprived communities. 	<p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p> <p>(Yes)</p>	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Able to lead a team effectively, developing the teams skills and own leadership as the team lead. 	<p>(Yes)</p>	Interview, application form, and

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Excellent communication skills. • Ability to work flexibly and proactively. • Able to demonstrate effective skills of time management • Demonstrable commitment to achieving positive outcomes for children and young people. • Resilience and integrity. • Valid driving licence with access to a car • The ability to communicate through the medium of Welsh. 	<p>(Yes)</p>	<p>selection process.</p>