

ROLE PROFILE

ROLE TITLE: CHILDCARE ENGAGEMENT OFFICER

TEMPORARY until 31st March 2020

POST ID:

GRADE: BAND F SCP 25 – SCP 29

HOURS: 37 Per Week

LOCATION: Innovation House, Magor which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

RESPONSIBLE TO: Early Years Manager

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable.

Early Years Team.....Who are we?

SAFEGUARDING:

Safeguarding and Child and Adult Protection are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:-

The Early Years team are responsible for ensuring Monmouthshire meet their statutory duties to:

- Provide free part-time Early Education places for children aged 3-4 years.
- Undertake Childcare Sufficiency Assessments.
- Secure sufficient childcare for working parents
- Provide information, advice and assistance for families.

The Purpose of this Role:-

The purpose of this role is to engage with childcare providers and parents to promote the Childcare Offer and to develop additional childcare provision where required.

Expectation and Outcomes of this Role:-

You will ensure that parents are aware of the Childcare Offer and support them through the application process.

You will engage with childcare providers to encourage them to sign up to the Childcare Offer and develop additional childcare provision where needed.

Your outcomes will link directly with the Service Improvement Plan and you will provide the Early Years Manager with relevant data to measure progress.

Your responsibilities are to:-

- Attend meetings and events to promote the Childcare Offer and the Family Information Service;
- Liaise with childcare providers to encourage them to sign up to the Childcare Offer and to keep them informed;
- Deliver childminder briefing sessions and develop additional childcare provision, if required;
- Provide support with the organisation and delivery of training for childcare providers;
- Ensure that accurate information is maintained on the Family Information Service website;
- Work with partner organisations and agencies to support childcare providers;
- Undertake training as and when required in order to keep pace with future developments;
- Play your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.
- Actively participate in the wider team environment;
- Actively support the Council's Customer Care Standards and Equal Opportunities Policy.

Here's what we can provide you with:-

- The opportunity for career development
- Working alongside a supportive, motivated team
- Flexible work environment and agile working

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

Requirement	Essential or Desirable	How Tested or Used at Shortlisting
Education/Qualifications/Knowledge		
1.1 Qualified to A level standard with GCSE or equivalent in Maths and English (grade C or above)	Essential	Application Form
1.2 Knowledge of: <ul style="list-style-type: none"> • Childcare Offer for 3 & 4 year olds • National Minimum Standards and associated Regulations for Childcare Providers • Care Inspectorate for Wales (CIW) • Childcare Act 2006 • Foundation Phase • Estyn 	Desirable	Application Form / Interview
Experience		
2.1 Experience of liaising effectively with a range of individuals and other partners	Essential	Application Form / Interview
2.2 Experience of communicating through social media	Essential	Application Form / Interview
2.3 Experience of working in a childcare or education setting	Desirable	Application Form / Interview
Aptitudes and Skills		
3.1 Excellent oral and written communication skills	Essential	Application Form / Interview
3.2 Good organisational skills	Essential	Application Form / Interview
3.2 Computer literate and competent with a range of software packages	Essential	Application Form / Interview
3.3 Basic level of conversational Welsh	Desirable	Application Form / Interview
Personal Attributes		
4.1 Well organised and able to prioritise workload, attend to detail and meet deadlines	Essential	Application Form / Interview
4.2 The ability to work both independently and as part of a team towards agreed targets	Essential	Application Form / Interview

4.3 Commitment to own professional development	Desirable	Application Form
Circumstances		
5.1 A full UK driving licence and the ability to travel throughout Monmouthshire and elsewhere as required	Essential	Application Form

**Should you require any further information regarding this post, please contact:
Sue Hall, Early Years Manager Tel: 01633 644461**

Closing Date: 12 Noon on 28th September 2018

