

ROLE ADVERT

ROLE TITLE: Early Years & Childcare Development Officer

TEMPORARY until 31st March 2017

POST ID:

GRADE: BAND F SCP 25 – SCP 29 (42 weeks a year pro rata)

HOURS: 37 per week

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

PURPOSE OF POST:

The post holder will provide support and guidance to further improve the quality of childcare provision and support the implementation of the Healthy and Sustainable Pre-School Scheme in childcare settings across Monmouthshire.

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

Closing Date: 12 noon on Friday 18th March 2016

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

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RESPONSIBLE TO: Early Years Manager

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

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 post holder will provide support and guidance to further improve the quality of childcare provision and support the implementation of the Healthy and Sustainable Pre-School Scheme in childcare settings across Monmouthshire.

Expectation and Outcomes of this Role:-

You will ensure that the childcare provided is of a suitably high standard and develop additional childcare, where needed.

You will work with childcare providers to develop a holistic approach to improving the health and wellbeing of the children at the setting.

You will be responsible for arranging training for childcare staff and ensuring that all childcare settings are kept informed and able to access support.

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

Your responsibilities are to:-

- Support early years and childcare providers through regular monitoring visits;
- Identify training needs, develop training plans and organise the delivery of training;
- Assist staff in identifying current strengths and areas for development;
- Advise on resources and sharing good practice with settings and partners;
- Provide basic business support to childcare providers;
- Deliver childminder briefing sessions and develop additional childcare provision, if required;
- Ensure that accurate information is maintained on the Family Information Service & Healthy Pre-School databases;
- Ensure that all childcare providers consider the health and wellbeing of the children in their care;
- Support identified settings to achieve the Healthy and Sustainable Pre-School Scheme, in line with local and national targets;
- Accredite settings within the Healthy and Sustainable Pre-School Scheme and write reports;
- Attend meetings, publicity events and conferences, as necessary;
- Work with local partner organisations and agencies to support settings;
- Undertake training as and when required in order to keep pace with future developments;
- 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 Relevant degree or childcare qualification (at least level 3)	Essential	Application Form
1.2 Knowledge of: <ul style="list-style-type: none"> • National Minimum Standards and associated Regulations for Childcare Providers • Care and Social Services Inspectorate for Wales (CSSIW) • Childcare Act 2006 • Children and Families Measure (Wales) • Healthy Eating in Schools Regulations 2013 & Healthy and Sustainable Pre-School Scheme • Flying Start • Foundation Phase • Estyn • Equalities legislation including Code of Practice and Disability Discrimination Act 	Essential	Application Form / Interview
Experience		
2.1 Experience of working with children in a childcare or education setting	Essential	Application Form / Interview
2.2 Experience of liaising effectively with a range of agencies, settings and other partners	Essential	Application Form / Interview
2.3 Experience of delivering training to adult learners	Desirable	Application Form / Interview
Aptitudes and Skills		
3.1 Excellent oral and written communication skills	Essential	Application Form / Interview
3.2 Computer literate	Essential	Application Form / Interview
3.3 Good business skills – ability to produce reports, a cashflow forecast, income & expenditure, business planning, marketing etc.	Desirable	Application Form / Interview
3.4 Basic level of conversational Welsh and early years Welsh language skills	Desirable	Application Form

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

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