Job Description

Date: June 2015

Post Title: Flying Start Language & Play Delivery Officer (39 weeks per year)

Post No.

Grade: Grade 6

Section: Flying Start

Service Area: Community Learning & Libraries

Service Grouping: Regeneration, Investment & Housing

Responsible To: Transition/LAP Manager

Job Purpose

The Language and Play (LAP) Delivery Officer will form part of the multi disciplinary team of professionals, Community education staff and Voluntary groups who are part of the Flying Start initiative.

The LAP Delivery Officer will lead and participate in the delivery and development of community based LAP and Flying Start and families initiatives, often working with challenging families who themselves lack the relevant basic skills; these projects will include the numeracy and play programme.

Key Results Areas

Service Provision

1. Organise and manage appropriate learning environment and resources.
2. To plan and deliver LAP/OCN sessions in line with the LAP standards programmes both within Flying Start Childcare settings and community groups as and when required.
3. To evaluate and adjust session/ work plans as appropriate.
4. Monitor and evaluate parent/ child responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
5. Provide objective and accurate feedback to parents and stakeholders and reports as required on achievements, progress and other matters, ensuring the availability of appropriate evidence.
6. Maintain accurate and up-to-date records of courses delivered, participants and course outcomes to evaluate and monitor LAP projects within Newport, and assist in evaluating this data.
7. To develop positive relationships with families.
8. To support families engagement in the identified Flying Star pathway including those most hard to reach.
9. To ensure the Health and Safety of participants and yourself in the community venues following NCC policy reporting any concerns to the parenting/LAP manager.
10. To operate within the policies and guidelines of Newport City Council including the lone working policy.
11. Adhere to the All Wales and NCC child protection policy at all times.
12. Ensure parents have information regarding services available to them and support access to them.
13. To provide feedback to parents in relation to progress and achievement.

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14. Deliver learning activities with parents/children aged 9 months to 3 years 11 months including OCN’s within agreed system of supervision, adjusting activities according to their identified needs within childcare and community settings.
15. Deliver local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of children’s skills.
16. Select and prepare resources including IT as appropriate to lead learning activities, taking account of children’s interests and language and cultural background.
17. Produce materials to promote learning for use in the home.
18. Be aware of and support difference and ensure all participants have equal access to opportunities to learn and develop.
19. Take the initiative as appropriate to develop appropriate multi agency approaches to supporting families.

Administration

1. To keep accurate records of attendance at groups, visits, assessment information etc. Ensuring safe keeping in line with data protection requirements.
2. To carry out monitoring and demonstrate effective outcomes in line with the SLA requirements.
3. To plan and order group resources with the parenting manager.
4. Encourage families to access additional support by signposting to other agencies.

Team Contribution

1. To attend team meetings and undertake any necessary and appropriate team duties.
2. To supervise and support students and sessional workers.
3. To work closely with Flying Start Family Intervention Delivery Officers.

Personal Contribution

1. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
2. To be committed to personal development and attend training as requested. To attend group and one-to-one supervision.
3. To be prepared to undertake duties outside of ‘normal’ working hours when necessary to include evening or Saturday groups.
4. Develop good relationships with children, parents and other professionals.
5. To take responsibility for personal health and safety and that of others.

Qualifications and Experience

Meet Higher Level Teaching Assistant professional standards.
NVQ Level 3 in childcare or equivalent level qualification e.g. NNEB, CACHE.
Excellent literacy/numeracy skills - equivalent NVQ level 2 in English and Maths
Minimum of three years experience of working with children under 5 years of age.
Experience of working collaboratively with parents, teachers and other professionals/agencies.
It would be advantageous if applicants have knowledge or experience of working within a school setting and/or working with children with additional needs.
Ability to work within a flexible working environment.

Supervisory Responsibilities

None

Supervision Received

The post holder is directly responsible to the Parenting Manager. the post holder will be expected to act on personal initiative without constant supervision. decisions on complex or contentious matters may need to be referred to the Parenting Manager.
Principal Contacts

Flying start Transition/LAP Manager and all Flying Start Staff
Headteachers and other school staff
Health Service professionals
Speech and Language Therapist
Officers of partner agencies or companies
Parents
Centre Managers
Other support staff
Children
Parents

Special Conditions

Disclosure and Barring Service Disclosure
This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
## Job Requirement

**Date**
June 2015

**Post Title**
Language and Play Delivery Officer

**Service Area**
Community Learning & Libraries

### Education, Qualifications, Knowledge

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<tr>
<th>Requirement</th>
<th>Essential or Desirable</th>
<th>How Tested (S) used at Shortlisting</th>
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<tbody>
<tr>
<td>1.1 Qualified to Level 5 in a relevant subject or be willing to work towards.</td>
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<td>Application Form (S)/ interview</td>
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<tr>
<td>1.2 NVQ level 3 in childcare or equivalent qualification in a relevant discipline e.g. NNEB, CACHE.</td>
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<td>1.3 Excellent numeracy/ literacy skills - equivalent to NVQ Level 2 in English and Maths.</td>
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<td>1.4 Good knowledge and understanding of principles of child development and learning processes.</td>
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<td>1.5 Knowledge of adult basic skill awareness</td>
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<td>1.6 Sound knowledge of the Flying Start programme</td>
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### Experience

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<td>2.1 A minimum of three years experience of working with children under 5 in a learning environment.</td>
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<td>2.2 Experience of working collaboratively with parents, teachers and other professionals to support children's learning.</td>
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<td>2.3 Experience of working with children with additional needs</td>
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<td>2.4 Experience of supporting and mentoring other teaching assistants/ staff members.</td>
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### Aptitudes and Skills

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<td>3.1 Ability to effectively use relevant equipment/ resources and technology to support learning.</td>
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<td>3.2 Full working knowledge of relevant policies/ codes of</td>
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practice and awareness of relevant legislation.

3.3 Excellent verbal and written communication skills and ability to relate well to children and adults.

3.4 Work constructively and flexibly as part of a team.

3.5 Ability to identify own training and development needs and actively seek learning opportunities.

3.6 Ability to manage delivery room activities and the physical learning space safely.

3.7 Ability to organise, lead and motivate other staff.

3.8 Understanding of statutory frameworks relating to teaching/working with families.

E  Application Form (S)/ interview

E  interview

E  interview

E  interview

E  interview

E  interview

E  interview

Personal Attributes

4.1 Ability to deal calmly with different situations as they arise.

4.2 The ability to develop good relationships with children, parents and other professionals.

4.3 Understand and respect the principles of confidentiality.

E  interview

E  interview

E  interview

Circumstances

5.1 Where appropriate to attend events and meetings outside normal school hours.

5.2 Welsh Speaking

D  Application Form

Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council

E  Interview

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