Job Description

Date: March 2016
Post Title: Flying Start Team Leader
Post No.: LEICY10033
Grade: Grade 7
Section: Flying Start
Service Area: Continuing Learning and Leisure
Service Grouping: Lifelong Learning and Leisure
Responsible To: Flying Start Programme Manager

Job Purpose
To plan and maintain the effective delivery of the Flying Start childcare strand (including support for parenting, health and Speech and Language sessions) maintaining high quality provision contributing to improved outcomes for children.

Key Results Areas

Partnership Working
To ensure all Flying Start entitlements are promoted within the setting supporting hard to reach families
To work with the Flying Start Health, Parenting and Language and Play teams along with the wider community
To assist with the coordination of celebration days

Staff Management
To facilitate regular team meetings and promote effective communication both within the allocated area of responsibility and outside of it.
To support staff in their appropriate roles, identifying their training and development needs in partnership with lead organisations and ensuring that these needs are met.
To participate in and undertake regular supervision when required and ensure that all staff receive Personal Development Plans
To deploy staff appropriately, responding to the impact of change, on occasion at short notice.
To take part in identifying personal development and training needs and to be committed to attending appropriate training and development opportunities.

Management of Childcare Provision
To work in partnership with the Admissions Officer to plan and maintain high quality childcare provision is available to all eligible children.
Brief and advise the Operational Manager and Flying Start Programme Manager, as well as external agencies and on occasion Members, concerning project progress, giving written presentation and providing written reports and additional information as required to ensure they are fully informed staff at all levels, including the Flying Start.

To ensure effective coordination, planning, monitoring and evaluation of all childcare provision (including home visits) on a daily basis.

To ensure the quality of childcare offered within the Flying Start childcare settings supports the aims of the Flying Start programme in Newport and meets the Care Standards Inspectorate for Wales’ directives along with other quality assurance standards.

To ensure accurate data is collected and collated as requested by the Flying Start Programme Manager in line with requirements from the Welsh Government.

To meet demand for childcare spaces ensuring attendance at the settings are maintained and the most hard to reach families access provision.

To assist in the development of a training programme in response to staff and service requirements.

To work closely with the Operational Manager and Quality and Performance Manager to monitor, evaluate and review the childcare provision.

To seek creative ways to enable families to integrate and participate in their community, making full use of available resources.

To take responsibility for appropriate decision-making, reporting through the appropriate line management structure as necessary.

To be responsible for the financial projections and ongoing management of the childcare settings in line with the Service Level Agreement.

To be responsible for recruiting childcare staff (including staff to support the parenting strand) and to have overall responsibility for the line management of the childcare teams.

To ensure all settings are appropriately equipped with necessary provisions.

To develop opportunities for service users to feed back and contribute to the ongoing development of settings.

To ensure that settings offer a welcoming, safe and supportive environment that values the diversity of the communities they serve.

To assist in developing Flying Start policies and procedures and ensure childcare settings embed these within working practices.

To regularly ensure the maintenance and good repair of the Flying Start Building, grounds and equipment, including compliance with Health and Safety legislation.

To adhere to the multi-agency All Wales Child Protection procedures and Newport City Council’s Information Sharing Protocol and to ensure that staff are aware of their responsibilities in these.

To be responsible for ensuring that the work of the Flying Start projects complies with legislative and regulatory requirements, including health and safety requirements, child protection procedures and the information sharing protocol.

To undertake any other duties commensurate with the grade as requested by the Flying Start Operational Manager or Programme Manager.

Qualifications and Experience

A relevant qualification in Early Years/Childcare such as identified within the Qualification and Credit Framework such as Level 3 Diploma in Childcare, Learning and Development. Undertake further learning at Level 5 as identified within the Qualification and Credit Framework within a maximum of a two year period.
Further academic qualifications and/or studies relevant to early years
An appreciation of the needs of disadvantaged groups
Knowledge of the local area
Awareness of current relevant legislation

Supervisory Responsibilities

Flying Start Practitioners
Flying Start Senior Practitioners

Supervision Received

Flying Start Operational Manager

Principal Contacts

Flying Start Link Advisory Teacher
Voluntary Sector Projects
CSSIW
Health
Flying Start Parenting Coordinators
Community Partners

Disclosure & Barring Service

This post will result in you having 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 & Barring Service check. Further information about Disclosure & Barring Service checks and the Council’s approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

Business Insurance
This post will require your car insurance include business use.

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**
March 2016

**Post Title**
Flying Start Team Leader

**Service Area**
Continuing Learning and Leisure

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential or Desirable</th>
<th>How Tested (S) used at Shortlisting</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications/Knowledge</strong></td>
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<tr>
<td>1.1 A relevant qualification in Early Years/Childcare as identified within the Qualification and Credit Framework such as Level 3 Diploma in Childcare, Learning and Development</td>
<td>E</td>
<td>Application Form (S)</td>
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<tr>
<td>1.2 Level 5 in a recognised Early Years Qualification. (QCF) or willing to work towards completion within a 2 year period.</td>
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<td>Application Form (S)</td>
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<td>1.3 Further academic qualifications and/or studies relevant to early years</td>
<td>E</td>
<td>Application Form (S) / Interview</td>
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<td>1.4 Knowledge and understanding of the relevant statutory framework in relation to the Flying Start and the Foundation Phase and the delivery of accessible childcare</td>
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<td>Application Form (S) / Interview</td>
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<td>1.5 Knowledge and understanding of the principles of partnership working</td>
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<td>Application Form (S)/ interview</td>
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<td><strong>Experience</strong></td>
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<td>2.1 Experience of working within an early years environment</td>
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<td>Application Form (S)</td>
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<td>2.2 Experience of registering playgroups or creche facilities with the Care Standard Inspectorate for Wales</td>
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<td>2.3 Experience of working in partnership with a variety of other agencies</td>
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<td>Application Form /Interview</td>
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<td>2.4 Experience of managing staff / volunteers</td>
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<td>2.5 Experience of delivering quality provision</td>
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<td>Application Form /Interview</td>
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2.6 Experience of working with children & young people.  

Aptitudes and Skills

3.1 Ability to demonstrate good organisation skills and prioritise workload  
3.2 Ability to develop and promote partnership working  
3.3 Ability to manage motivate and co-ordinate staff appropriately.

Personal Attributes

4.1 Show commitment and enthusiasm towards achieving positive outcomes for service users  
4.2 Be able to work under pressure and meet deadlines  
4.3 Be able to work on own initiative.  
4.4 A sound knowledge of the Newport area and its communities  
4.5 Knowledge and understanding of the principles of confidentiality  
4.6 An appreciation of the needs of disadvantaged groups within the community

Circumstances

5.1 Ability to drive and clean driving license  
5.2 Ability to undertake some duties outside normal hours

Equal Opportunities

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

Application Form (S)

Interview