



Post: Language and Play Support Worker

Post No: LSS11

Base: Abergavenny Flying Start Centre

Grade: Band D SCP 17-21

Salary: £8,583.99 - £9,755.09 per annum, salary already pro-rat'd

Hours: 20 hours (term time only, 42 weeks)

Start Date: As soon as possible

Duration of Contract until: 31st March 2016

This post is suitable for an experienced early years' practitioner who is committed to motivating and supporting families with young children. Planning, promoting and delivering Language and Play sessions in a community setting and ensuring that appropriate early learning activities are shared with parents and carers is key to this role. Supporting parents for whom English is not their first language and parents with low basic skills will be a priority and ensuring that they are sign posted to other support agencies when appropriate. This fun and busy post requires creativity and the ability to adapt to change in order to engage families in the most important years of a child's life.

For a discussion about this post, please contact:

Beth Watkins – Flying Start Manager on 01873 856162 / 07810055815 or via email: bethwatkins@monmouthshire.gov.uk

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

Closing Date: Midday, Friday, 23rd January 2015

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to a DBS Enhanced Disclosure Check. Monmouthshire County Council is an



JOB DESCRIPTION

Post: Language and Play Support Worker

Post No: LSS11

Base: Abergavenny Flying Start Centre

Grade: Band D SCP 17-21

Hours: 20 hours (term time 42 weeks)

Job Purpose:

This post is suitable for a candidate with experience of delivering Language and Play sessions in a community or education setting. The post is Welsh Government funded initially until 31st March 2016. The successful candidate will be responsible for delivering Language and Play sessions to parents with children aged 0-4 years of age in group settings. The post-holder would also have responsibility for marketing and evaluating sessions and reporting back to the Flying Start Manager on a timely basis. The candidate will be required to work across Monmouthshire and will also be required to work in partnership with a variety of agencies including Flying Start and The Acorn Project

Key Responsibilities:

- To deliver Language and Play/Number and Play sessions to parents/carers and children aged 0-4 years in group settings
- To offer advice and guidance in relation to early learning activities for children aged 0-4 years
- To work closely with Flying Start and the Acorn Project teams
- To liaise with the Bookstart project and local libraries to co-deliver Bookstart events and the distribution of Bookstart packs
- To support parents wishing to undertake accreditation whilst attending LAP/NAP programmes
- To promote and sign post to other parent support initiatives in Monmouthshire including parenting programmes
- To evaluate programmes and provide written reports as requested
- To collect and report on data from parents/carers
- To consult with parents/carers and to enable their involvement in planning services
- To provide written reports to the Flying Start Manager
- To undertake further training that may be required

- To undertake other duties that may be required and that are commensurate with the grade of the post
- To ensure that the Monmouthshire Safeguarding Policy is understood and implemented at all times
- To undertake additional training such as safeguarding, manual handling, first aid and any additional other relevant training
- To maintain safe working practices for self and others in accordance with the authority's policy statement on Health and Safety at work
- To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

The job description reflects the major tasks as carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interest of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out with the post holder.

Signature of Post holder:

Dated:



PERSON SPECIFICATION

Post Title: Language and Play Support Worker

Post Number: LSS11

Grade: Band D SCP 17-21

1	Requirements	High/Medium/Low	How Tested
	Education/Qualifications/Knowledge Experience		
	CACHE Level 3 or equivalent relevant qualification	Medium	Application Form
	Experience of delivering Language and Play/Number and Play in community or education settings	Medium	Application Form/Interview
	Experience working with parents with children aged 0-4 years	High	Application form/interview
	An up to date knowledge of Welsh Government initiatives relevant to family work	High	Interview
	Understanding of child development And the Foundation Phase	Medium	Interview
	Understanding of the needs of parents for whom English is not their first language	Medium	Interview
	Understanding of adult literacy and numeracy and how poor basic skills can impact on family life	Medium	Interview
	In-depth knowledge and understanding of MCCs Safeguarding Policy	High	Interview
2	Communication & Interpersonal Skills		
	The ability to work in partnership with the team, parents/carers, Flying Start, Acorn Project and Genesis Wales	High	Interview
	Good communication skills with both adults and children	High	Interview
	An empathetic approach to working with parents and children who may be	Medium	Interview

	disadvantaged by poverty, low confidence and self-esteem		
	Ability to work with parents/carers on a one to one and group basis	High	Application form
3	Aptitude and Skills		
	A proven ability to evaluate outcomes effectively	High	Application Form
	Excellent language, literacy and numeracy skills	High	Application form/Interview
	Willingness to participate in further training	High	Application Form
	Ability to maintain a high level of confidentiality	High	Interview
	Excellent I.T skills including Microsoft Office applications	Medium	Application Form
4	Equal Opportunities		
	A commitment to the principles of equal opportunities and empowerment and the ability to demonstrate this in day to day practice.	High	Application form
5	Health & Safety		
	Must be willing and able to undertake the role in line with all Health, Safety, Safeguarding and Welfare policies and guidelines.	High	Application form
6	Special Circumstances		
	Enhanced DBS Check will be carried out	High	
	Ability to travel throughout Monmouthshire and have the use of a car with business insurance	High	Application form