



Post: Flying Start Parent Advisor

Post No: LSS023

Base: Across Monmouthshire dependant on the needs of the service. Base to be confirmed.

Grade: Band E SCP 21-25 £20,138 - £22,658

Salary: £15,109.77 - £17,000.49 salary already pro-rat'd

Hours: 30 hours per week – (Term Time 42 weeks)

Start Date: As soon as possible

Duration of Contract initially until: 31 March 2018

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are not necessary.

This post is suitable for an experienced, qualified and experienced Early Years practitioner with experience of supporting families and young children within areas of deprivation. The post holder will be required to work throughout Monmouthshire within each of the Flying Start areas.

The post-holder will work under the supervision of the Flying Start Health Visitors and Flying Start Parenting Coordinator to deliver evidence based parenting programmes and bespoke interventions (PAFT) to eligible families and young children.

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:- People Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Closing Date: 12 noon on Friday, August 18th 2017

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 equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job share



JOB DESCRIPTION

Post: Flying Start Parent Advisor

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Welsh Language Assessment: Welsh language skills are desirable

Base: Across Monmouthshire dependant on the needs of the service. Base to be confirmed.

Grade: Band E SCP 21-25 £20,138 - £22,658

Job Purpose:

To provide support to young children and their families within Flying Start areas

Key Responsibilities:

- To ensure that the Monmouthshire Safeguarding Policy is understood and implemented at all times and to ensure that Flying Start childcare settings are compliant also
- 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
- To liaise with the wider Flying Start team and staff at Flying Start childcare settings.
- To deliver bespoke service to families, babies and young children using the PAFT programme
- To support Flying Start childcare sessions when required
- To deliver evidence based parenting programmes to groups of parents
- To support the Flying Start Health Visitor in the delivery of the Flying Start Enhanced Core Programme
- To maintain accurate and up to date records
- To provide accurate data and reports to the Flying Start Manager when required
- To continuously access relevant training as part of a Professional Development Plan
- To lead the delivery of engagement groups including: Baby Weigh and Play sessions, Home Safety Sessions etc.
- To support the wider Flying Start programme in relevant tasks when required

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: Flying Start Parent Advisor

Post Number: LSS023

1	Requirements	High/Medium/Low	How Tested
	Education/Qualifications/Knowledge Experience		
	A minimum of Level 3 in a childcare related subject (CACHE Diploma, CCLD)	High	Application Form
	Experienced in the delivery of Incredible Years parenting programmes and Parents and First Teachers	High	Application Form/Interview
	A minimum of 2 years' experience of home visiting families and the delivery of bespoke packages of care including home safety, nutrition etc.	High	Application Form/Interview
	A minimum of 2 years' experience of working within a childcare setting (pre-school).	High	Application Form/Interview
	A proven record of engaging parents in areas of deprivation	High	Application Form/Interview
	Have an in depth understanding of child development in particular birth to three years	High	Interview
	Provide evidence of continuous professional development	High	Application Form/Interview
2	Communication & Interpersonal Skills		
	Have excellent communication skills (written and oral).	High	Interview
	Have the ability to work in a proactive multiagency way	High	Interview
3	Aptitude and Skills		
	Have good organisational skills, be able to plan and prioritise work and maintain accurate records.	High	Interview
	Ability to maintain a high level of confidentiality	High	Application Form/Interview
	A creative and innovative approach to		

	the delivery of the service	High	Interview
	Possess good ICT skills including databases, excel and presentation skills	High	Interview
	The use of a car and ability to travel throughout the county.	High	Application
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	Interview
5	Special Circumstances		
	Suitable Enhanced DBS Check and 2 suitable written references	High	



monmouthshire
sir fynwy

Swydd: Deg Ymgynghorydd Rhieni Dechrau'n

Swydd: LSS023

Asesiad O'r Gymraeg: Sgiliau yn y Gymraeg yn ddymunol

Sail: Ar draws Sir Fynwy yn dibynnu ar anghenion y gwasanaeth

Graddfa: Band E SCP 21-25

Cyflog: £ 15,109.77 - £ 17,000.49 cyflog eisoes yn pro-rat'd

Oriau: 30 awr yr wythnos - (Yn ystod y Tymor 42 wythnos)

Dyddiad Dechrau: Cyn gynted ag y bo modd

Hyd y Contract i ddechrau tan: 31 Mawrth, 2018

ASESIAD Y GYMRAEG:

Sgiliau yn y Gymraeg heb fod yn angenrheidiol.

Mae'r swydd hon yn addas ar gyfer ymarferydd Blynnyddoedd Cynnar profiadol, cymwys a phrofiadol sydd â phrofiad o gefnogi teuluoedd a phlant ifanc o fewn ardaloedd o amddifadedd. Bydd yn ofynnol i ddeiliad y swydd weithio ledled Sir Fynwy ym mhob un o ardaloedd Dechrau'n Deg.

Bydd deiliad y swydd yn gweithio o dan oruchwyliaeth y Cydlynnydd Deg Ymwelwyr Iechyd Cadarn a Dechrau'n Deg Rhianta i gyflwyno rhaglenni rhianta yn seiliedig ar dystiolaeth ac ymyriadau pwrpasol (PAFT) i deuluoedd cymwys a phlant ifanc.

Am drafodaeth am y swydd hon, cysylltwch â:

Beth Watkins - Rheolwr Dechrau'n Deg ar 01873 856162/07810055815 neu drwy e-bost bethwatkins@monmouthshire.gov.uk

Gellir cael ffurflenni cais yn cael ei gwblhau ar-lein neu i lawr lwytho drwy:

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

Dylid anfon ffurflenni cais papur wedi eu cwblhau at y cyfeiriad canlynol:

- Gwasanaethau Pobl, Cyngor Sir Fynwy, PO BOX 106, CALDICOT, NP26 9AN

Dyddiad Cau: 12 hanner dydd ar Dydd Gwener, 18 Awst, 2017

Penodiad i'r swydd hon wedi'i heithrio rhag Deddf Ailsefydlu Troseddwyr ac mae

yn amodol ar Wiriad Datgeliad Manylach DBS. Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau o bob rhan o'r gymuned. Mae'r holl swyddi yn agored i rannu swydd

DISGRIFIAD SWYDD

Swydd: Deg Ymgynghorydd Rhieni Dechrau'n

Swydd: LSS023

Sail: Ar draws Sir Fynwy yn dibynnu ar anghenion y gwasanaeth

Graddfa: Band E SCP 21-25 £20,138 - £22,658

Diben y Swydd:

Darparu cefnogaeth i blant ifanc a'u teuluoedd mewn ardaloedd Dechrau'n Deg

Cyfrifoldebau allweddol:

- Sicrhau bod y Polisi Diogelu Sir Fynwy yn cael ei ddeall a'i weithredu ar bob adeg ac i sicrhau bod lleoliadau gofal plant Dechrau'n Deg yn cydymffurfio hefyd
- Ymgymryd â hyfforddiant ychwanegol fel diogelu, trafod â llaw, cymorth cyntaf ac unrhyw hyfforddiant perthnasol ychwanegol eraill
- Cynnal arferion gwaith diogel ar gyfer eu hunain ac eraill yn unol â datganiad polisi'r awdurdod ar lechyd a Diogelwch yn y gwaith
- I gadw at egwyddorion ac arferion cyfleoedd cyfartal fel y'u nodir ym Mholisi Cyfle Cyfartal y Cyngor
- Cysylltu â'r tîm Dechrau'n Deg ehangach a staff mewn lleoliadau gofal plant Dechrau'n Deg.
- Darparu gwasanaeth pwrpasol i deuluoedd, babanod a phlant ifanc sy'n defnyddio'r rhaglen PAFT
- Cefnogi sesiynau gofal plant Dechrau'n Deg pan fo angen
- Darparu rhaglenni rhianta sy'n seiliedig ar dystiolaeth i grwpiau o rieni
- Cefnogi'r Ymwelydd lechyd Dechrau'n Deg wrth gyflwyno'r Rhaglen Graidd Uwch Dechrau'n Deg
- Cynnal cywir a diweddar cofnodion
- Darparu data ac adroddiadau i'r Rheolwr Dechrau'n Deg cywir pan fo angen
- I barhaus fanteisio ar hyfforddiant perthnasol fel rhan o Gynllun Datblygu Proffesiynol
- Arwain cyflwyno grwpiau ymgysylltu gan gynnwys: Babi Pwyswch a Chwarae sesiynau, Home Diogelwch Sesiynau etc.

- Cefnogi'r rhaglen Dechrau'n Deg ehangach mewn tasgau perthnasol pan fo angen

Mae'r swydd ddisgrifiad yn adlewyrchu'r prif dasgau fel a wnaed gan ddeilydd y swydd ac yn nodi lefel o gyfrifoldeb lle bydd yn ofynnol iddynt weithio. Er budd o gydweithio effeithiol, bydd y tasgau mawr yn cael ei adolygu o bryd i'w gilydd i adlewyrchu anghenion ac amgylchiadau sy'n newid. Bydd adolygiadau o'r fath ac unrhyw newidiadau ôl-ddilynol yn cael ei wneud gyda deiliad y swydd.

Llofnod Deiliad y Swydd:

Dyddiedig:

MANYLION AM YR UNIGOLYN

Teitl y Swydd: Deg Ymgynghorydd Rhieni Dechrau'n

Rhif y Swydd: LSS023

1	Gofynion Uchel	Canolig	Isel Modd o Asesu
	Addysg / Cymwysterau / Gwybodaeth profiad		
	O leiaf Lefel 3 mewn pwnc cysylltiedig â gofal plant (Diploma CACHE, CCLD)	Uchel	Ffurflen gais
	Profiadol wrth gyflwyno rhaglenni Blynyddoedd Rhyfeddol a Rhieni ac Athrawon yn Gyntaf rhianta Profiadol wrth gyflwyno rhaglenni Blynyddoedd Rhyfeddol a Rhieni ac Athrawon yn Gyntaf rhianta Ffurflen Gais Uchel / Cyfweliad	Uchel	Ffurflen Gais / Cyfweliad
	O leiaf 2 flynedd o brofiad o deuluoedd ymweld â chartref a darparu pecynnau pwrpasol o ofal gan gynnwys diogelwch yn y cartref, maethiad ac ati	Uchel	Ffurflen Gais / Cyfweliad
	O leiaf 2 flynedd o brofiad o weithio o fewn lleoliad gofal plant (cyn-ysgol).	Uchel	Ffurflen Gais / Cyfweliad
	Cofnod profedig o ymgysylltu â rhieni mewn ardaloedd o amddifadedd	Uchel	Ffurflen Gais / Cyfweliad
	Cael dealltwriaeth fanwl o ddatblygiad plentyn yn geni penodol i dair blynedd	Uchel	Cyfweliad
	Darparu tystiolaeth o ddatblygiad proffesiynol parhaus	Uchel	Ffurflen Gais / Cyfweliad

2	Sgiliau Cyfathrebu a Rhyngpersonol		
	Meddu ar sgiliau cyfathrebu rhagorol (ysgrifenedig a llafar)	Uchel	Cyfweliad
	Y gallu i weithio mewn ffordd amlasiantaethol	Uchel	Cyfweliad
3	Tueddfryd a Sgiliau		
	Meddu ar sgiliau trefnu da, yn gallu cynllunio a blaenoriaethu gwaith a chadw cofnodion cywir	Uchel	Cyfweliad
	Y gallu i gynnal lefel uchel o gyfrinachedd	Uchel	Ffurflen Gais / Cyfweliad
	Mae dull creadigol ac arloesol o gyflwyno gwasanaeth	Uchel	Cyfweliad
	Meddu ar sgiliau TGCh da gan gynnwys cronfeydd data, Excel a chyflwyno sgiliau	Uchel	Cyfweliad
	Mae'r defnydd o gar a'r gallu i deithio ledled y sir.	Uchel	Ffurflen Gais
4	Cyfle Cyfartal		
	Ymrwymiad i egwyddorion cyfle cyfartal a grymuso, a'r gallu i ddangos hyn mewn arferion bob dydd.	Uchel	Cyfweliad
5	Amgylchiadau Arbennig		
	Addas Gwiriad DBS a 2 eirda ysgrifenedig addas	Uchel	