



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Flying Start Sessional Childcare Worker
POST NUMBER	:	V/CF/PDT89
DEPARTMENT/DIRECTORATE	:	Children and Young People's Services/Social Services
DIVISION/SECTION	:	Flying Start
LOCATION	:	Flying Start Areas of Barry
POST GRADE	:	Grade D
RESPONSIBLE TO	:	Childcare Leader
RESPONSIBLE FOR	:	
LIAISON	:	Partnership with Health and Voluntary Sector
MAJOR PURPOSE OF POST	:	To support the quality childcare element for children aged 0-4 years in the Flying Start areas. Provide cover for absences within the Early Years and Childcare provision.

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- To liaise with parents around the child's care plan and wellbeing.
- To co-operate in planning, monitoring and evaluating the effectiveness of the project in undertaking its tasks and contributing to the achievement of the groups overall aims.
- To participate in training when required.
- To maintain confidentiality.
- Holidays have to be taken during the school holidays.

- Be a allocated Key Worker to a small group of children
- Work within the CSSIW standards for Regulated Childcare
- Participate in the planning and implementation of activities to enhance children's development
- Maintain a flexible approach to work – understanding the need to work from a variety of childcare settings when the need arises.
- To liaise with Flying Start and Project staff maintaining a professional working alliance with other agencies who share public protection responsibilities.
- To participate effectively in regular in-house supervision, team meetings and also commit to professional development opportunities in conjunction with the departments supervision policy.
- To work with the Project's policies regarding confidentiality and non-discriminatory practice.
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED: