

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Early Years and Childcare Trainee
Job Evaluation ID:	2837ED
Grade:	3
Directorate:	Education and Corporate Services
Division:	Learning Education and Inclusion
Section:	Early Years' Service
Location:	Penallta House
Responsible to:	Early Years Integrated Transformation Programme Coordinator

JOB PURPOSE

Develop a range of work-related skills and competencies, gain a sound understanding of the whole Early Years and Childcare service and wider organisations, supporting the effective operational delivery of the service.

Successfully complete the Level 2 Children's Care, Play, Learning and Development qualification through the Welsh Apprenticeship Framework.

RESPONSIBILITIES

Job Specific

Support the Early Years team in the day-to-day operation of the service.

Develop an understanding of all aspects of the work relevant to the role and the service area.

What Matters to the family is core to all Early Year's provision, this post is required to work in this way.

As directed by the line manager, undertake a range of tasks pertinent to the delivery of the childcare setting or early intervention session, which will include:

- Working with children and families in childcare setting, and various early intervention roles.
- Deliver high quality practical child development experiences for children and their families.
- Support the care needs of children attending childcare setting or early intervention sessions.
- Work as part of the team under the team leaders to develop and deliver activities for children and families to support their child's development.
- Use the learning from their apprenticeship qualification to impact the delivery of opportunities in their work placement.

Complete tasks in an efficient and timely manner.

Work effectively and cooperatively as part of the team.

Communicate effectively with colleagues, children, families, and wider partners.

Where required, use technology to support day to day operations.

Engage in all work-related training and work effectively with the training provider to complete the qualification within agreed timeframes.

Organisational

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children, and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>GCSEs Grade A*-C Mathematics and English Language or equivalent Level 2 qualifications on the Credit and Qualifications Framework for Wales (Essential Skills or Key Skills equivalent).</p> <p>Ability to complete the Level 2 Children’s Care, Play, Learning and Development (CCPLD) qualification within 17 months.</p>	
KNOWLEDGE	Understanding of work with children and their families.	An understanding of Council services.
SKILLS	<p>Able to work as part of a team.</p> <p>Able to communicate with colleagues, children, and families.</p> <p>Able to follow instructions.</p> <p>Able to complete tasks in agreed timeframes.</p> <p>Able to follow a structured training programme.</p> <p>Committed and motivated to personal development.</p> <p>Confident using IT (for example: email and word processing).</p>	<p>Welsh language skills.</p> <p>Able to use your initiative to resolve simple problems.</p> <p>Able to update family and child development records.</p>
EXPERIENCE	No direct experience required for this role, but candidates will need to evidence a genuine interest to develop skills and experience in this area of work.	Experience of positively interacting with children and families.
OTHER	Able to travel throughout the County Borough during the working day.	

For Office Use:

Politically Restricted:	No
Disclosure and Barring Service Check:	Enhanced
Barred List Check:	Children
Baseline Pre Employment Medical Assessment:	No
Registration:	No
Job Description Completion / Review Date:	18/05/2023