

# Swydd Ddisgrifiad a Manyleb y Person



## MANYLION Y SWYDD

<b>Teitl y Swydd:</b>	Arweinydd Gofal Plant
<b>Rhif Adnabod Gwerthuso Swydd:</b>	2150ED (CC L3) / 2151ED (CC L5)
<b>Gradd:</b>	7 / 8
<b>Cyfadrn:</b>	Addysg a Gwasanaethau Corfforaethol
<b>Adran:</b>	Dysgu, Addysg a Chynhwysiant
<b>Isadrn:</b>	Gwasanaeth y Blynyddoedd Cynnar
<b>Lleoliad:</b>	Lleoliadau gofal plant amrywiol
<b>Yn atebol i:</b>	Swyddog Gofal Plant

## DIBEN Y SWYDD

Rheoli'r ganolfan Gofal Plant Dechrau'n Deg gan gynnwys y tîm o staff, i ddarparu'r Gofal Plant Dechrau'n Deg o ansawdd uchel sy'n ofynnol a chynnal cofrestriad Arolygiaeth Gofal Cymru.

Sefydlu perthnasoedd effeithiol gyda rhieni / gofalyddion, plant a phartneriaid amlasiantaethol mewn ardaloedd Dechrau'n Deg.

Gweithio gyda'r Swyddog Gofal Plant, y Cynghorydd Gofal Plant a'r tîm craidd i fonitro, gwerthuso ac adrodd ar ansawdd y ddarpariaeth Gofal Plant Dechrau'n Deg.

Hyrwyddo ethos Dechrau'n Deg gan gynnwys darparu adnodd cymunedol gan sicrhau'r buddion mwyaf posibl i blant a'u teuluoedd.

Rheoli amserlennu ac adnoddau'r Ganolfan Integredig i Blant (CC L5).

Gweithio gyda thîm ehangach y blynyddoedd cynnar a thimau cynhwysiant i gynorthwyo'r Cydlynwyr Anghenion Dysgu Ychwanegol sydd â gwybodaeth am ddeunyddiau ADY priodol, hyfforddi a gweithredu prosesau i ddarparu darpariaeth gynhwysol (CC L5).

## MEYSYDD CANLYNIADAU ALLWEDDOL

Hyrwyddo, cefnogi a gwreiddio ethos Dechrau'n Deg gyda'r tîm Dechrau'n Deg cyfan.

Yn gyfrifol am reoli'r tîm gofal plant i ddarparu darpariaeth o ansawdd uchel.

Cefnogi ac annog ymgysylltiad rhieni a phlant yn y rhaglen Flying Start.

Yn gyfrifol am fonitro, gwerthuso ac adrodd i'r Swyddog Gofal Plant a'r Rheolwr Gofal Plant gan gynnwys gwella cyfraddau derbyn a chyfraddau presenoldeb yn y lleoliad.

Rheoli'r tîm gofal plant gan gynnwys adroddiadau salwch, arfarniadau a goruchwyliaethau.

Gweithio gyda'r Swyddog Gofal Plant a phartneriaid ehangach mewn amrywiaeth o feysydd perthnasol gan gynnwys datblygu'r Gweithlu (yn fewnol ac yn allanol) a mentrau eraill.

Sicrhau cydymffurfiad â holl ofynion deddfwriaethol a safonau ar gyfer darpariaeth gofal plant cofrestredig.

Sicrhau amgylchedd cynhwysol lle mae aelodau staff yn dangos parch at ei gilydd a pharch mawr at gyfle cyfartal i blant, rhieni a phartneriaid.

Plant ag anghenion sy'n dod i'r amlwg/ychwanegol yn y rhaglen Dechrau'n Deg yn cael eu nodi a'u cefnogi yn ôl yr angen i gael mynediad i'r rhaglen Dechrau'n Deg (CC L5).

Rheoli'r Ganolfan Integredig i Blant i wneud y defnydd gorau o bartneriaid aml-asiantaeth a chyflwyno'r rhaglen Dechrau'n Deg (CC L5).

## PROFFIL MANWL O'R DASG

### **Hyrwyddo, cefnogi a gwreiddio ethos Dechrau'n Deg gyda'r tîm Dechrau'n Deg cyfan.**

- Sefydlu'r holl staff newydd ar nodau ac amcanion y rhaglen Dechrau'n Deg gan gyfeirio'n benodol at y ddarpariaeth gofal plant Dechrau'n Deg, a sut mae'r cyfan yn cyd-fynd yn y model cyn-enedigol i 7 oed y Blynyddoedd Cynnar.
- Sicrhau bod yr holl ymyrraeth gynnar yn cael ei hyrwyddo yn y lleoliad Dechrau'n Deg a bod teuluoedd yn teimlo eu bod yn cael eu cefnogi trwy sgysiau 'Yr Hyn Sy'n Bwysig'.
- Mynychu cyfarfodydd yn ôl yr angen gan gynnwys cyfarfodydd Arweinydd Gofal Plant, cyfarfodydd partneriaethau lleol, adolygiadau amlasiantaethol, cyfarfodydd Cynllunio sy'n Canolbwyntio ar yr Unigolyn, cynadleddau'r grŵp craidd, yn ogystal â threfnu cyfarfodydd staff rheolaidd gan gynnwys cynllunio, adrodd trafodaethau misol i'r Swyddog Gofal Plant.
- Bod yn fodel rôl ar gyfer gofal o ansawdd y plant a rhyngweithio cadarnhaol â staff a rhieni, gan chwarae rhan weithredol yn y broses o ddarparu gofal plant.

### **Yn gyfrifol am reoli'r tîm gofal plant i ddarparu darpariaeth o ansawdd uchel**

- Rheoli'r tîm i ddarparu darpariaeth gofal plant o ansawdd uchel yn effeithiol, gan gynnwys arwain trwy esiampl ym mhob agwedd ar ddarparu gofal plant.
- Datblygu a gweithredu'r polisiau ar gyfer gofal plant Dechrau'n Deg gyda'r tîm Arweinyddiaeth.
- Defnyddio arsylwadau ac asesiadau datblygiad plant i gynllunio profiadau dysgu ysgogol ar gyfer plant sy'n cyrchu darpariaeth gofal plant Dechrau'n Deg i gefnogi eu cynnydd yn eu cerrig milltir datblygiadol i gyflawni'r canlyniadau disgwylidig ar gyfer eu hoedran.
- Cynnwys y tîm staff cyfan yn y broses gynllunio ac adolygu.
- Cefnogi'r lleoliad i gyflawni Safon Ansawdd Caerffili, cynllun Sicrwydd Ansawdd Cenedlaethol perthnasol, cynllun y Blynyddoedd Cynnar Iach ac unrhyw gynllun ansawdd eraill sy'n ofynnol.
- Creu diwylliant o ymarfer myfyriol yn y lleoliad i sicrhau gwelliant parhaus (CC lefel 5).

### **Cefnogi ac annog ymgysylltiad rhieni a phlant yn y rhaglen Dechrau'n Deg**

- Ymgysylltu â grwpiau cymunedol a staff i gefnogi ymgysylltu â'r gymuned.
- Cynorthwyo i gyflwyno'r 'sesiynau croeso' i ddatblygu'r cysylltiadau trosglwyddo anffurfiol i'r lleoliad gyda'r teuluoedd.
- Datblygu prosesau trosglwyddo addas i'r lleoliad gofal plant ac o'r lleoliad gofal plant i Addysg Blynyddoedd Cynnar gan gynnwys cyfarfodydd Cynllunio sy'n Canolbwyntio ar yr Unigolyn ar gyfer plant ag anghenion datblygu sy'n dod i'r amlwg.

- Datblygu cylchlythyrau dwyieithog addas ar gyfer teuluoedd y lleoliad i hyrwyddo ymgysylltiad rhieni â chytundeb y tîm rheoli. Hyrwyddo'r lleoliad trwy'r cyfryngau cymdeithasol gyda chytundeb rhieni ar gyfer lluniau a chaniatáu digon o amser i gyfieithu.

### **Yn gyfrifol am fonitro, gwerthuso ac adrodd i'r Swyddog Gofal Plant a'r Rheolwr Gofal Plant gan gynnwys gwella cyfraddau derbyn a chyfraddau presenoldeb**

- Yn gyfrifol am gwblhau ffurflenni cofrestru plant a rhieni a gwaith papur sefydlu yn gywir.
- Yn gyfrifol am gofnodion cywir ar gofrestrau gan gynnwys absenoldebau awdurdodedig ac anawdurdodedig a datblygu arferion gwaith i wella presenoldeb cyson plant i fod yn uwch na 90%.
- Cwblhau unrhyw adroddiadau sy'n ofynnol at ddibenion monitro a gwerthuso a chefnogi'r prosesau datblygu perfformiad (CC lefel 5).
- Sicrhau bod yr asesiadau mynediad ac ymadael yn cael eu gweinyddu ar gyfer plant i gefnogi targedau datblygu plant i'w cefnogi i gyrraedd cerrig milltir sy'n briodol i'w hoedran (CC lefel 5).
- Rhoi diweddariadau i dîm craidd y blynyddoedd cynnar ar yr holl ddata yn ôl yr angen gan gynnwys presenoldeb, asesiadau a chanlyniadau plant / gosod allbynnau (CC lefel 5).
- Datblygu perthnasau cadarnhaol llwyddiannus gyda'r tîm iechyd ac ymyrraeth gynnar i wella nifer sy'n manteisio a chyfraddau presenoldeb yn y lleoliad.

### **Rheoli'r tîm gofal plant gan gynnwys adroddiadau salwch, arfarniadau a goruchwyliaethau**

- Cynnal goruchwyliaeth, arfarniadau ac adolygiadau rheolaidd gyda'r tîm staff maen nhw'n eu rheoli.
- Yn gyfrifol am weithredu polisïau CBSC a rheoli eu tîm staff yn weithredol.
- Cynnal adolygiadau salwch a chefnogi eu tîm dan eu rheolaeth i leihau lefelau salwch a chymryd cyfrifoldeb am eu hiechyd eu hunain.
- Datblygu a chefnogi diwylliant o ymarfer myfyriol a hunanwerthuso yn y lleoliad gofal plant (CC lefel 5).

### **Gweithio gyda'r Swyddog Gofal Plant a phartneriaid ehangach mewn amrywiaeth o feysydd perthnasol gan gynnwys datblygu'r Gweithlu (yn fewnol ac yn allanol) a mentrau eraill**

- Cynnal datblygiad personol a phroffesiynol yn unol ag anghenion newidiol y swydd, cymryd rhan yn llawn mewn cyfleoedd hyfforddi ac annog cyfranogiad y tîm staff.
- Ymgymryd ag archwiliadau hyfforddi staff a diweddarau'r Cynghorwyr / Swyddogion Gofal Plant ag anghenion hyfforddi'r tîm (CC lefel 5).
- Sicrhau bod yr holl ddysgu'n cael ei weithredu wrth wella arfer lleoliadau a'i rannu ag aelodau eraill y tîm (CC lefel 5).
- Cefnogi'r tîm a'r myfyrwyr mewn rôl fentora wrth iddynt ymgymryd â chymwysterau (CC lefel 5).

### **Sicrhau cydymffurfiaid â holl ofynion a safonau'r ddeddfwriaeth ar gyfer darpariaeth gofal plant cofrestredig**

- Cymraeg: safonau gofynnol cenedlaethol.
- Sicrhau cydymffurfiaid â holl ofynion a safonau'r ddeddfwriaeth gan gynnwys gwaith papur fel cofrestrau, llyfrau damweiniau, diogelwch tân ac ymarferion tân, anafiadau sy'n bodoli eisoes, cofnodion plant, cofnodion staff, adroddiad ansawdd gofal, SASS, ac ati a diweddarau'r tîm craidd fel sy'n briodol.
- Yn gyfrifol am Ddiogelu plant a staff yn y lleoliad gan gynnwys bod y dynodiad Diogelu, er enghraifft, sicrhau bod prosesau'n cael eu dilyn a bod atgyfeiriadau / adroddiadau yn cael eu cwblhau, gan gynorthwyo staff i gydymffurfio â'u dyletswyddau, ac ati.
- Cymryd gofal rhesymol am iechyd eich hun ac eraill a allai gael eu heffeithio gan eich gweithredoedd neu'ch hepgoriadau gan gydymffurfio â'r holl ddeddfwriaeth.

- Cefnogi dulliau rhannu gwybodaeth er budd gorau teuluoedd yn weithredol ac o fewn cylch gwaith y protocol rhannu gwybodaeth a chydymffurfio â'r polisi cyfrinachedd.

### **Sicrhau amgylchedd cynhwysol lle mae aelodau staff yn dangos parch at ei gilydd a pharch mawr at gyfle cyfartal i blant, rhieni a phartneriaid**

- Sicrhau bod yr holl staff yn ymgymryd â hyfforddiant perthnasol i gynorthwyo plant ag anghenion sy'n dod i'r amlwg / ychwanegol i gael mynediad i'r lleoliad gofal plant Dechrau'n Deg.
- Cyflwyno cyfleoedd Cymraeg trwy gydol y sesiwn yn unol â disgwyliadau'r cyfnod sylfaen a gweithio tuag at ddarpariaeth ddwyieithog.
- Cyflwyno cyfleoedd diwylliannol a chynhwysol amrywiol i ddatblygu dealltwriaeth plant o gyfle cyfartal.
- Cynnwys pob teulu yn y ddarpariaeth a'u cefnogi i gyrchu'r gwasanaeth.
- Datblygu'r gofod dan do ac awyr agored yn ofod chwarae therapiwtig sy'n cwmpasu'r holl feysydd dysgu a chefnogi'r tîm staff i fod yn addysgwyr yn y lleoliad (CC lefel 5).

### **Mae plant ag anghenion sy'n dod i'r amlwg / ychwanegol yn y rhaglen Dechrau'n Deg yn cael eu nodi a'u cefnogi yn ôl yr angen i gael mynediad i'r rhaglen Dechrau'n Deg (CC lefel 5)**

- Cynnal gwybodaeth ddiweddar o ofynion Deddf Anghenion Dysgu Ychwanegol a Thribiwnlys Addysg (ALNET) gan gynnwys y Cod Ymarfer i gynorthwyo staff i'w galluogi i gefnogi plant yn eu gofal.
- Mynychu pob hyfforddiant sy'n ofynnol a rhannu gwybodaeth i gefnogi datblygiad y tîm.
- Cefnogi'r panel anghenion ychwanegol / ymyrraeth gynnar gyda gwybodaeth berthnasol ynghylch plant unigol sydd angen cefnogaeth / strategaethau a rhannu gwybodaeth yn briodol gan gynnwys trefnu cyfarfodydd Cynllunio sy'n Canolbwyntio ar yr Unigolyn os oes angen i gefnogi trosglwyddo'r plentyn a'r teulu.
- Creu amgylchedd cynhwysol lle mae plant a theuluoedd yn cael eu croesawu, a bod addasiadau yn cael eu gwneud ar gyfer cynwysoldeb ym mhob gweithgaredd dysgu.

### **Rheoli'r Ganolfan Integredig i Blant i wneud y defnydd gorau o bartneriaid amlasiantaethol a chyflawni'r rhaglen Dechrau'n Deg (CC lefel 5)**

- Rheoli adnoddau'r Ganolfan Integredig i Blant i wneud y defnydd gorau o bartneriaid, gan gynnwys amserlennu a thrafod anghenion partneriaid sy'n gwrthdaro.
- Gweithio gyda'r gofalwr (os yw'n berthnasol) i sicrhau bod yr adeilad yn cydymffurfio â'r holl reoliadau.
- Cefnogi datblygiad grŵp llywodraethu i ganiatáu rheolaeth aml-asiantaeth ar yr adnoddau lle bo hynny'n berthnasol mewn canolfannau mwy o faint.
- Sicrhau bod hwyluswyr grwpiau yn deall disgwyliadau'r ganolfan, a'u cyfrifoldebau wrth redeg y grwpiau
- Gwneud archebion perthnasol gyda'r tîm gweinyddol.
- Yn gyfrifol am y gwiriadau o ddydd i ddydd ar yr adeilad ynghylch gofynion cyfreithiol yr adeilad.
- Yn gyfrifol am reoli unrhyw gwynion anffurfiol a rhoi gwybod i'r rheolwr.

Yn ofynnol i fagu hyder y cyhoedd ac ymddwyn mewn modd yn y gwaith a thu allan i'r gwaith na fydd yn cwestiynu eich addasrwydd i weithio yn y lleoliad.

## **PERTHNASOEDD GWEITHIO ALLWEDDOL**

Gweithio gyda'r tîm y staff yn hyrwyddo perthnasau cadarnhaol, gwaith tîm a safonau uchel yn cynnwys sicrhau eu bod yn cwblhau'r cymhwyster lefel 3 perthnasol.

Gweithio'n agos gyda grwpiau lleol, er enghraifft, rhieni, plant, swyddogion y Cyngor, timau'r Blynyddoedd Cynnar, staff Ysgol Gynradd, partneriaid lleol ehangach, cynghorwyr, asiantaethau, lleoliadau eraill, yn ogystal ag ymwelwyr â'r lleoliad, gan sicrhau cynrychiolaeth gadarnhaol ar gyfer y rhaglen Dechrau'n Deg a'r Blynyddoedd Cynnar.

Gweithio gyda'r Swyddog Gofal Plant Dechrau'n Deg a'r Cynghorydd Gofal Plant Dechrau'n Deg i ddatblygu darpariaeth o ansawdd uchel o dan gyfrifoldeb eithaf y Rheolwr Gofal Plant.

Gweithio gyda thimau gofal plant ehangach i gefnogi eu gwaith gyda phlant ag anghenion sy'n dod i'r amlwg / ychwanegol (CC lefel 5).

Gweithio gyda phartneriaid y tîm cyflenwi i wneud y defnydd gorau o adnoddau yn y Ganolfan Integredig i Blant (CC lefel 5).

## CYFRIFOLDEBAU AM STAFF

### **Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd**

Rheoli'r tîm Gofal Plant lleoliad gan gynnwys yr holl oruchwyliaeth, arfarniadau, Adolygiadau Datblygiad Personol, adroddiadau salwch a phob cyfrifoldeb fel rheolwr.

Rheolaeth weithredol y Ganolfan Integredig i Blant fel adnodd aml-asiantaeth ond dim rheolaeth llinell ychwanegol ar staff (CC lefel 5).

## CYFRIFOLDEBAU AM ADNODDAU

### **Cyllid, Peiriannau, Adeiladau neu Gyfarpar**

Sicrhau bod adeilad yn cael ei agor a'i gloi yn ôl yr angen a bod yr adeilad a'r adnoddau wedi'u diogelu'n addas.

Rhannu cyfrifoldeb am y Ganolfan Integredig i Blant gyda'r gofalwr (CC lefel 5).

### **Systemau Data**

Yn gyfrifol am sicrhau bod yr holl staff ar y safle yn parchu natur gyfrinachol cofnodion y plant ac yn deall eu cyfrifoldeb i sicrhau bod y cwpwrdd ffeilio wedi ei gloi unwaith mae cofnodion yn cael eu diweddarau.

Yn gyfrifol gyda thîm y lleoliad am sicrhau bod yr holl waith papur a'r broses storio yn cydymffurfio â'r systemau gwahanol sydd yn eu lle, er enghraifft y cofnodion cofrestru ar gyfer ymwelwyr i'r safle, rhannu gwybodaeth, cofrestri, lluniau wedi eu storio ar yriant wedi'i rannu unwaith ceir caniatâd y rhieni ac ati.

## AMGYLCHEDD GWAITH

Mae'r swydd hon wedi'i leoli'n bennaf mewn lleoliad gofal plant ond mae'n cynnwys cyflenwi mewn lleoliadau eraill, meithrinfeydd mewn lleoliadau cymunedol amrywiol ac efallai y byddant yn cael ymweliadau allgymorth yn y cartref wrth iddynt ddod yn fwy profiadol.

## GOFYNION YCHWANEGOL

Cyfyngedig yn Wleidyddol:	Na
Gwiriad y Gwasanaeth Datgelu a Gwahardd:	Uwch
Gwiriad y Rhestr Gwahardd:	Plant
Asesiad Meddygol Cyn-cyflogaeth Sylfaenol:	Na
Cofrestru:	Na

## CYFRIFOLDEBAU CYFUNDREFNOL

Yn deall ac yn dangos egwyddorion cyfrinachedd.

Gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisiau'r Cyngor.

Dangos ymrwymiad i ddatblygiad personol parhaus.

**Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallent amrywio o dro i dro heb newid cymeriad cyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, disgwylir i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn ar yr amod na fydd cymeriad cyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.**

**MANYLEB Y PERSON**

	<b>HANFODOL</b>	<b>DYMUNOL</b>
<b>CYMWYSTERAU</b>	<p>Cymhwyster Lefel 5 mewn Dysgu a Datblygu Gofal Plant (CC L5).</p> <p>Diploma Lefel 3 CACHE Cymhwyster Blynyddoedd Cynnar a Gofal Plant neu gymhwyster perthnasol tebyg.</p> <p>Tystiolaeth o barodrwydd i ddilyn cymwysterau pellach / hyfforddiant datblygiad proffesiynol parhaus.</p> <p>Tystysgrif Cymorth Cyntaf Pediatreg gyfredol.</p> <p>Tystysgrif Hylendid Bwyd Cyfredol.</p>	
<b>GWYBODAETH</b>	<p>Gwybodaeth am ddatblygiad addysgol ac anghenion iechyd plant dan 5 oed.</p> <p>Gwybodaeth a dealltwriaeth o ddarpariaeth gofal plant o ansawdd uchel.</p> <p>Gwybodaeth drylwyr am ddeddfwriaeth, cyfarwyddyd a safonau yn ymwneud â darpariaeth y Blynyddoedd Cynnar gan gynnwys y Safonau Gofynnol Cenedlaethol.</p> <p>Gwybodaeth am broses gofrestru Arolygiaeth Gofal Cymru.</p> <p>Gwybodaeth a dealltwriaeth o amddiffyn a diogelu plant.</p>	<p>Gwybodaeth glir ac empathig o brif nodau ac amcanion y rhaglen Dechrau'n Deg.</p>
<b>SGILIAU</b>	<p>Cyfathrebwr effeithiol ar lafar ac yn ysgrifenedig.</p> <p>Sgiliau rhyngpersonol rhagorol sy'n gallu meithrin perthnasoedd gwaith da gyda phlant, rhieni, timau staff o asiantaethau amrywiol, ac uwch reolwyr.</p>	<p>Y gallu i gynhyrchu adroddiadau ar gyfer y rheolwr yn ôl yr angen.</p> <p>Y gallu i ddefnyddio ystod o becynnau TG.</p> <p>Sgiliau Cymraeg.</p>

	<p>Y gallu i weithio ar eich pen eich hun, yn rhan o dîm a rhedeg lleoliad grŵp prysur.</p> <p>Galluoedd sefydliadol, gan gynnwys y gallu i reoli blaenoriaethau sy'n gwrthdaro, cynllunio a threfnu darparu gwasanaeth i ddiwallu anghenion plant unigol.</p> <p>Y gallu i reoli'r tîm yn effeithiol wrth feithrin ethos o waith tîm.</p> <p>Y gallu i weithio mewn partneriaeth ag ystod o asiantaethau.</p> <p>Defnydd effeithiol o adnoddau yn y ganolfan.</p>	
<p><b>PROFIAD</b></p>	<p>Profiad o reoli darpariaeth gofal plant.</p> <p>O leiaf 2 flynedd o brofiad ôl-gymhwys o weithio gyda phlant o dan 4 oed, mewn darpariaeth gofal plant.</p> <p>Profiad o reoli a chefnogi tîm o staff.</p>	<p>Gweithio o fewn cyd-destun partneriaeth amlasiantaethol.</p>
<p><b>ARALL</b></p>	<p>Wedi ymrwymo i addysg gynnar a gofal plant o ansawdd uchel.</p> <p>Wedi ymrwymo i gyfleoedd cyfartal a chynhwysiant.</p> <p>Wedi ymrwymo i weithio mewn partneriaeth.</p> <p>Ymrwymiad i weithio'n hyblyg gan gynnwys rhywfaint o waith gyda'r hwyr ac ar benwythnosau.</p> <p>Y gallu i weithio ar draws y fwrdeistref mewn amryw o ganolfannau.</p> <p>Ymrwymiad i wella eu sgiliau iaith Cymraeg er mwyn gallu darparu darpariaeth gofal plant dwyieithog.</p>	<p>Trwydded yrru llawn Categori B (Ceir) y DU a defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes i deithio ledled y fwrdeistref i ymweld ag ysgolion a mynychu cyfarfodydd.</p>



**AWDURDODI'R SWYDD**

<b>PENNAETH GWASANAETH:</b>	Keri Cole	<b>DYDDIAD:</b>	07/05/2021
<b>RHEOLWR:</b>	Sarah Mutch	<b>DYDDIAD:</b>	07/05/2021
<b>ADNODDAU DYNOL:</b>	Richard James	<b>DYDDIAD:</b>	12/12/2012

**ADOLYGU'R SWYDD**

<b>SWYDDOG:</b>	Sarah Mutch / Lucy Farmer	<b>DYDDIAD:</b>	06/01/2014
<b>SWYDDOG:</b>	Sarah Mutch / Janine Harrington	<b>DYDDIAD:</b>	07/05/2021
<b>SWYDDOG:</b>		<b>DYDDIAD:</b>	

# Job Description and Person Specification



## POST IDENTIFICATION

<b>Post Title:</b>	Childcare Leader
<b>Job Evaluation ID:</b>	2150ED (CC L3) / 2151ED (CC L5)
<b>Grade:</b>	7 / 8
<b>Directorate:</b>	Education and Corporate Services
<b>Division:</b>	Learning Education and Inclusion
<b>Section:</b>	Early Years Service
<b>Location:</b>	Various childcare settings
<b>Responsible to:</b>	Childcare Officer

## JOB PURPOSE

Manage the Flying Start Childcare centre including staff team, to deliver the high quality Flying Start Childcare required and maintain Care Inspectorate Wales (CIW) registration.

Establish effective relationships with parents / carers, children and multi-agency partners in Flying Start areas.

Work with the Childcare Officer, Childcare Advisor and the core team to monitor, evaluate and report on the quality of Flying Start Childcare provision.

Promote the ethos of Flying Start including the provision of a community resource maximising the benefits to children and their families.

Manage the timetabling and resources of the Integrated Children's Centre (CC L5).

Work with the wider early years team and inclusion teams to support ALNCOs with knowledge of appropriate ALN materials, training and implementation of processes to deliver an inclusive provision (CC L5).

## KEY RESULT AREAS

Promote, support and embed the Flying Start ethos with the whole Flying Start team.

Responsible for managing the childcare team to deliver high quality provision.

Support and encourage the engagement of parents and children in the Flying Start programme.

Responsible for the monitoring, evaluation and reporting to the Childcare Officer and Childcare Manager including improving both take up rates and attendance rates in the setting.

Manage the childcare team including sickness reports, appraisals and supervisions.

Work with the Childcare Officer and wider partners in a variety of relevant areas including Workforce development (internally and externally) and other initiatives.

Ensure compliance with all legislation requirements and standards for registered childcare provision.

Ensure an inclusive environment where staff members show respect to each other and high regard for equality of opportunity for children, parents and partners.

Children with emerging / additional needs in Flying Start programme are identified and supported as needed to access the Flying Start programme (CC L5).

Manage the Integrated Children's Centre to maximise use for multi agency partners and delivery of the Flying Start programme (CC L5).

## DETAILED TASK PROFILE

### **Promote, support and embed the Flying Start ethos with the whole Flying Start team**

- Induct all new staff on the aims and objectives of the Flying Start programme with particular reference to the Flying Start childcare provision, and how it all fits in the Early Years antenatal to 7 years model.
- Ensure all early intervention is promoted in the Flying Start setting and families feel supported through What Matters conversations.
- Attend meetings as required including Childcare Leader meetings, local partnership meetings, multi-agency reviews, Person Centred Planning (PCP) meetings, core group conferences, as well as arrange regular staff meetings including planning, reporting discussions monthly to the Childcare Officer.
- Role model quality care of the children and positive interactions with staff and parents, playing an active part in the childcare delivery.

### **Responsible for managing the childcare team to deliver high quality provision**

- Manage the team to effectively deliver high quality childcare provision, including leading by example in all aspects of the childcare delivery.
- With the Leadership team, develop and implement the policies for Flying Start childcare.
- Use child development observations and assessments to plan stimulating learning experiences for children accessing Flying Start childcare provision supporting their progress in their developmental milestones to achieve expected outcomes for their age.
- Involve the whole staff team in the planning and review process.
- Ensure the setting achieves Caerphilly Quality Standards, a relevant National Quality Assurance scheme, Healthy Early Years scheme and any other quality scheme as required.
- Create a culture of reflective practice in the setting to ensure continual improvement (CC level 5).

### **Support and encourage the engagement of parents and children in the Flying Start programme**

- Engage with community groups and staff to support community engagement.
- Support the delivery of 'welcome sessions' to develop the informal setting transition links with the families.
- Develop suitable transition processes into the childcare and from childcare on to Early Years Education including PCP meetings for children with emerging developmental needs.
- Develop suitable bilingual newsletters for families of the setting to promote parental engagement with agreement from the management team. Promote the setting through

social media posts with parental agreement for photos and allowing sufficient time for translation.

**Responsible for the monitoring, evaluation and reporting to the Childcare Officer and Childcare Manager including improving both take up rates and attendance rates**

- Responsible for accurate completion of children and parents' registration forms and induction paperwork.
- Responsible for accurate reporting of registers including authorised and unauthorised absences and develop working practices to improve consistent attendance by children of above 90%.
- Complete any reporting required for monitoring and evaluation purposes and support the performance development processes (CC level 5).
- Ensure the administration of the entry and exit assessments for children to support child development targets to support them to reach age appropriate milestones (CC level 5).
- Report to the early years core team updates on all data as required including attendance, assessment and child outcomes / setting outputs (CC level 5).
- Develop successful positive relationships with the health and early intervention team to improve take up and attendance rates in the setting.

**Manage the childcare team including sickness reports, appraisals and supervisions**

- Undertake regular supervision, appraisals and reviews with the staff team they manage.
- Responsible for implementation of CCBC policies and actively manage their staff team.
- Undertake sickness reviews and support their managed team to reduce sickness levels and take responsibility for their own health.
- Develop and support a culture of reflective practice and self evaluation in the childcare centre (CC level 5).

**Work with the Childcare Officer and wider partners in a variety of relevant areas including Workforce development (internally and externally) and other initiatives**

- Maintain personal and professional development in line with the changing needs of the post, fully participate in training opportunities and encourage staff team involvement and participation.
- Undertake staff training audits and update the Childcare Advisors / Officers with the training needs of the team (CC level 5).
- Ensure all learning is implemented in improving setting practice and shared with the remaining team members (CC level 5).
- Support the team and students while they are undertaking qualifications in a mentoring capacity (CC level 5).

**Ensure compliance with all legislation requirements and standards for registered childcare provision**

- Ensure compliance with the National Minimum Standards and regulations for childcare provision.
- Ensure compliance with all legislation requirements and standards including paperwork like registers, accident books, fire safety and drills, existing injuries, child records, staff records, quality of care report, SASS, etc and update the core team as appropriate.
- Responsible for Safeguarding children and staff in the setting including being the Safeguarding designate, for example, ensuring processes are followed and referrals / reports completed, supporting staff to be compliant in their duties, etc.
- Take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions complying with all legislation.
- Actively support information sharing mechanisms for the best interests of early years' families and within the remit of the information sharing protocol and complying with confidentiality policy.

### **Ensure an inclusive environment where staff members show respect to each other and high regard for equality of opportunity for children, parents and partners**

- Ensure all staff undertake relevant training to support children with emerging / additional needs access the Flying Start childcare setting.
- Deliver Welsh language opportunities throughout the session in line with the expectations of the foundation phase and working towards bilingual provision.
- Deliver diverse cultural and inclusive opportunities to develop children's understanding of equality of opportunity.
- Include all families in the provision and support their access.
- Develop the indoor and outdoor space into a therapeutic play space covering all areas of learning and support the staff team to be pedagogues in the setting (CC level 5).

### **Children with emerging / additional needs in Flying Start programme are identified and supported as needed to access the Flying Start programme (CC level 5)**

- Maintain updated knowledge of Additional Learning Needs and Education Tribunal (ALNET) Act requirements including the Code of Practice to support staff to enable them to support children in their care.
- Attend all training required and cascade information to support the development of the team.
- Support the additional needs/early intervention panel with relevant information regarding individual children needing support/strategies and share information appropriately including organising PCP meetings if needed to support transition of the child and family.
- Create an inclusive environment where children and families are welcomed, and adaptations are made for inclusivity in all learning activities.

### **Manage the Integrated Children's Centre to maximise use for multi-agency partners and delivery of the Flying Start programme (CC level 5)**

- Manage the Integrated Children's Centre resources to maximise use by partners including timetabling and negotiating conflicting partner needs.
- Work with the caretaker (if relevant) to ensure the building is in compliance with all regulations.
- Support development of a governance group to allow multi agency management of the resources where relevant in larger centres.
- Ensure facilitators of groups understand the expectations of the centre, and their responsibilities when running the groups
- Place relevant orders with the admin team.
- Responsible for the day to day checks on the building regarding legal requirements for the building.
- Responsible for managing any informal complaints and informing manager.

Required to uphold public trust and confidence and behave in a way in work and outside work, which would not call into question suitability to work in the setting.

## **KEY WORKING RELATIONSHIPS**

Work with their staff team promoting positive relationships, team-work and high standards including ensuring they complete the relevant Level 3 qualification.

Work closely with local groups, for example, parents, children, council officers, early years teams, Primary School staff, wider local partners, councillors, agencies, other settings, as well as visitors to the setting, ensuring positive representation for the Flying Start programme and Early Years.

Work with the Flying Start Childcare Officer and Flying Start Childcare Advisor to develop high quality provision under the ultimate responsibility of the Childcare Manager.

Work with wider childcare teams to support their work with children with emerging / additional needs (CC level 5).

Work with delivery team partners to maximise use of resources in the Integrated Children's Centre (CC level 5).

## RESPONSIBILITIES FOR STAFF

### **Post Titles, Numbers and Level of Accountability**

Manage the setting Childcare team including all supervision, appraisals, PDR, sickness reports and all responsibilities as a manager.

Operational management of the Integrated Children's Centre as a multi agency resource but no additional line management of staff (CC level 5).

## RESPONSIBILITIES FOR RESOURCES

### **Financial; Plant; Buildings or Equipment**

Ensuring building is opened and locked up as required and the building and resources are suitably secured.

Shared responsibility for the Integrated Children's Centre with the caretaker (CC level 5).

### **Data Systems**

Responsible for ensuring all staff on site respect confidential nature of child records and understand their responsibility to ensure the filing cabinet is locked once records are updated.

Responsible with the setting team for ensuring all paperwork and storage is compliant with the various systems set up e.g. signing in records for visitors to site, information sharing, registers, photos stored on shared drive once parental permission gained etc.

## WORKING ENVIRONMENT

This post is primarily based in a childcare setting but includes cover in other settings, crèche delivery in various community venues, and may have outreach home based visits as they become more experienced.

## ADDITIONAL REQUIREMENTS

<b>Politically Restricted:</b>	No
<b>Disclosure and Barring Service Check:</b>	Enhanced
<b>Barred List Check:</b>	Children
<b>Baseline Pre Employment Medical Assessment:</b>	No
<b>Registration:</b>	No

## ORGANISATIONAL RESPONSIBILITIES

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**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p>Level 5 qualification in Childcare Learning and Development (CC L5).</p> <p>CACHE Level 3 Diploma Early Years and Childcare qualification or similar relevant qualification.</p> <p>Evidence of willingness to undertake further qualifications / continuing professional development training.</p> <p>Current Paediatric First Aid certificate.</p> <p>Current Food Hygiene certificate.</p>	
<b>KNOWLEDGE</b>	<p>Knowledge of educational development and health needs of children under 5.</p> <p>Knowledge and understanding of high quality childcare provision.</p> <p>Thorough knowledge of legislation, guidance and standards relating to Early Years provision including National Minimum Standards.</p> <p>Knowledge of Care Inspectorate for Wales registration process.</p> <p>Knowledge and understanding of child protection and safeguarding.</p>	<p>Clear and emphatic knowledge of the principle aims and objectives of the Flying Start programme.</p>
<b>SKILLS</b>	<p>Effective communicator both verbally and in writing.</p> <p>Excellent interpersonal skills able to build good working relationships with children, parents, staff teams from varying agencies, and senior managers.</p> <p>Ability to work on own initiative, part of a team and run a busy group setting.</p>	<p>Ability to produce reports for manager as required.</p> <p>Ability to use a range of IT packages.</p> <p>Welsh language skills.</p>



	ESSENTIAL	DESIRABLE
	<p>Organisational abilities, including the ability to manage conflicting priorities, plan and organise service delivery to meet individual children's needs.</p> <p>Ability to provide effective management to the team while instilling an ethos of teamwork.</p> <p>Ability to work in partnership with a range of agencies.</p> <p>Effective use of resources within the centre.</p>	
EXPERIENCE	<p>Proven experience of managing childcare provision.</p> <p>At least 2 years post-qualification experience of working with children aged under 4 years, in a childcare provision.</p> <p>Experience of managing and supporting a staff team.</p>	<p>Working within a multi-agency partnership context.</p>
OTHER	<p>Committed to high quality early education and childcare.</p> <p>Committed to equal opportunities and inclusion.</p> <p>Committed to working in partnership.</p> <p>Commitment to work flexibly including some evening and weekend work.</p> <p>Ability to work across the borough in a variety of bases.</p> <p>Commitment to improving their Welsh language skills to be able to deliver bilingual childcare provision.</p>	<p>Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business/work purposes to travel throughout the borough to attend meetings.</p>

**POST AUTHORISATION**

<b>HEAD OF SERVICE:</b>	Keri Cole	<b>DATE:</b>	07/05/2021
<b>MANAGER:</b>	Sarah Mutch	<b>DATE:</b>	07/05/2021
<b>HR:</b>	Richard James	<b>DATE:</b>	12/12/2012

**POST REVIEW**

<b>OFFICER:</b>	Sarah Mutch / Lucy Farmer	<b>DATE:</b>	06/01/2014
<b>OFFICER:</b>	Sarah Mutch / Janine Harrington	<b>DATE:</b>	07/05/2021
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