

# Recruitment person specification

Post being recruited for:

Creche Project Worker ESOL (English for Speakers of Other Languages)

## Council core competencies

### These apply to all posts

#### Respect

We're inclusive, we promote equality, we treat people with fairness, understanding and kindness, and we consider others in all our decision and actions.

#### Integrity

We're open and honest, we take responsibility, we build trust, and we pull together to do what's right for our residents, colleagues and city

#### Flexibility

We're open-minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning.

# Person specification

Category	Essential	Desirable
<b>Experience</b>	<p><i>Experience of planning, delivering, monitoring and evaluating community learning or development projects.</i></p> <p><i>Experience of working with children 0-5 years of age.</i></p> <p><i>Experience of supporting parents in a holistic and non-judgemental and non-discriminatory way.</i></p> <p><i>Experience of delivering Early Years provision, e.g. Creche, Nursery, Childminding, Family, etc.</i></p> <p><i>Experience of upholding health and safety standards relating to Early Years ages</i></p>	<p><i>Experience of supporting or supervising volunteers or staff.</i></p> <p><i>Experience of partnership working with Tutors, parents, community groups etc.</i></p> <p><i>Working across various venues in the course of the week.</i></p> <p><i>Experience of working with ESOL Literacies learners or supporting ESOL parents with limited reading and writing skills in English, or their own language</i></p> <p><i>Experience of working with learners with refugee and asylum-seeking backgrounds.</i></p>
<b>Knowledge, skills and understanding</b>	<p><i>Adapting methods and approaches to be used for different groups and participants</i></p> <p><i>Producing contextualised learning materials and adapting materials to suit learners.</i></p> <p><i>Ability to develop good working relationships with staff, volunteers and outside agencies.</i></p> <p><i>Knowledge of Community Learning and Development approaches, including ESOL adult learning, youth work, ESOL literacy and numeracy and community engagement.</i></p> <p><i>Ability to use a range of educational approaches to engage participants.</i></p> <p><i>Excellent communication, interpersonal and group work skills.</i></p> <p><i>Ability to plan, organise and manage workload effectively.</i></p> <p><i>Ability to evaluate programmes and produce reports.</i></p> <p><i>Ability to manage conflict and respond to differing needs.</i></p> <p><i>Ability to work unsupervised.</i></p>	<p><i>Ability to develop innovative and creative responses to identified needs.</i></p> <p><i>Ability to build networks and partnerships.</i></p> <p><i>Ability to identify and secure additional resources.</i></p> <p><i>Commitment to Continual Professional Development.</i></p> <p><i>Understanding of trauma-informed practice in the ESOL parent and child context.</i></p>

<b>Qualifications and training</b>	<p><i>Minimum qualification:</i></p> <p><i>HNC in Childcare and Education or SVQ Level 3 or Social Services (Children and Young People) SCQF Level 7 or above</i></p>	<p><i>An ESOL Literacies awareness.</i></p> <p><i>First Aid certificates</i></p> <p><i>PEEP Learning Together</i></p>
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## Job-specific requirements

*Knowledge and understanding of child development and the importance of developmental milestones, especially for children 0-8 years of age, as well as the Birth to Three and the Getting It Right for Every Child framework.*

*Ability to work across multiple locations.*

*Commitment to equality, diversity and inclusion.*

*Understanding of health and safety and data protection requirements.*

### **Safeguarding and Compliance**

- Ensure all crèche provision meets safeguarding, child protection, and health and safety requirements.
- Act as a safeguarding point of contact or ensure clear safeguarding arrangements at each venue.
- Ensure policies, procedures, and risk assessments are in place and regularly reviewed.

### **Quality and Practice**

- Induct new parents into Creche and support with the settling-in process.
- Maintain consistent, high-quality childcare practice across all locations.
- Ensure age-appropriate, inclusive, and culturally responsive activities are provided.
- Monitor staff practice through observations and regular reviews.
- Prepared to attend all relevant meetings (including meetings that take place in the evening)

### **Staff and Volunteer Support**

- Induct, and support crèche staff and volunteers.
- Guide creche staff to review sessions and plan for the next steps.
- Organise staffing rotas to always ensure appropriate ratios.
- Ensure staff hold relevant checks, qualifications, and mandatory training.

*Understanding the barriers of parents and children coming from migrant, refugee and asylum-seeking backgrounds*

*Understanding SSSC standards (registration not required)*

**Health, Safety, and Risk Management**

- Contribute and liaise about risk assessments and emergency procedures.
- Ensure safe use, storage, and maintenance of equipment and resources.
- Ensure accurate recording of accidents, incidents, and medication.

**Planning and Coordination**

- Coordinate crèche provision in line with timetables.
- Liaise with LLDO'S, Admin and other partners.
- Ensure resources and staffing are in place for each session (in all locations)
- Work collaboratively with Building User Group (BUG) to support ongoing care, cleaning and maintenance of creche rooms and toys (please note BUG meetings are usually held in the evenings)
- Maintaining regular communication with building users to agree and maintain good practice within shared spaces.

**Inclusion and Partnership Working**

- Promote inclusive and anti-discriminatory practice.
- Work with parents/carers to support children with additional needs.
- Communicate effectively with families and partner organisations.

**Monitoring and Reporting**

- Maintain accurate records, registers, and attendance data.
- Gather feedback and contribute to service evaluation and development.
- Provide reports as required by LLDO' s or funders.
- Ensure all paperwork is maintained and kept up to date.

