# SOUTH BELFAST



APPLICATION FOR APPOINTMENT

AS

**Child Development/Programme Assistant**

**Name of Applicant** ………………………………………….

(in block capitals)

ADDRESS ……………………………………………..

………………………………………………………………………….

Telephone Number for Contact: ………………………………………

Email address for Contact: ……………………………………………

This form should be returned to: -

**South Belfast Sure Start**

**9 Lower Crescent**

**Belfast**

**BT7 1NR**

**kathleen@surestartsb.org**

## No later than 4pm on Wednesday 23rd October 2024

**Application Forms received after the above time and date will not be considered. Please do not submit CV’s as they will not be considered**

**SOUTH BELFAST SURE START IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY INCLUDING MEN AND WOMEN**

|  |
| --- |
| **For administrative use only**  Date received……………………………………..  Time received …………………………..  Received by ……………………………. |

***Please complete all sections of this form using black ink or typescript***

**Education after 11 years of age**

|  |  |
| --- | --- |
| **Subjects and grade at ‘O’ Level/GCSE or equivalent** | **Subjects and grade at ‘A’ Level/GCSE or equivalent** |

|  |
| --- |
| **Degrees, diplomas, certificates and institutions attended** |

**Professional Qualification/s obtained (including NVQ, NNEB etc.)**

|  |  |
| --- | --- |
| **Title of Qualification/s** | **Date/s awarded** |
|  |  |

**Education or Professional Studies in Progress**

|  |  |
| --- | --- |
| **Nature of Course** | **Duration of Studies/Expected Completion Dates** |
|  |  |

**Details of present or last Employment (if any) and position held**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of present employer**  **(or last employer)** | **Commencing and Finishing Dates**  **(or period of**  **notice required)** | **Name of Post** | **Salary Scale** | **Main Duties of Post** |
|  |  |  |  |  |

**Other Relevant Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer/s** | **Commencing and Finishing Dates** | **Name of Post/s** | **Brief Description of Duties** |
|  |  |  |  |

**Having read the personnel specification, please demonstrate how you meet all the criteria listed in it (beginning with the essential criteria) drawing on all your experience, whether in paid or voluntary work, which you believe is relevant to this post together with any other relevant information in support of your application. The Selection Panel will not make assumptions from the title of applicant’s previous post/s or the nature of the employing organisation/s as to the experience gained. Short listing for the post will be undertaken using only the information you have provided under each criteria.**

|  |
| --- |
|  |

**(Please continue on a separate sheet if necessary)**

|  |
| --- |
| Vetting and Barring Scheme |
| As South Belfast Sure Start is a children’s organisation, if you are successful for this position, you may be required to be vetted through Access NI and a Disclosure of any criminal records sought. A criminal record will not necessarily be a bar to obtaining a position (please see enclosed policies on Vetting and Barring and the Recruitment of Ex-Offenders).  Is there any reason why you cannot work with vulnerable adults or children?   |  | | --- | |  |   YES NO   |  | | --- | |  | |

|  |
| --- |
| Referees |
| All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current and/or most recent employer/s. If you have not been employed before you can provide references from any voluntary work, training provider or character references from people who are not relatives.   1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  These referees may be approached if you are shortlisted for interview, unless you specify otherwise. |

|  |
| --- |
| **Disability**  **If your disability precludes you from completing this form or from any part of the selection process contact the Sure Start office for alternative arrangements and/or reasonable adjustments to be made. For example, please contact us if you need this application form in another format or in LARGER PRINT.** |

|  |
| --- |
| **Are you eligible to work in the UK: YES NO**  **You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered this post.** |

|  |
| --- |
| **Declaration:** I declare that the above information set forth in this application is, to the best of my knowledge, true and complete.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of Applicant Date**  Please note that for emailed submissions a typed signature will be accepted as a declaration that the information set forth in the application is, to the best of the applicant’s knowledge, true and complete. |

# SOUTH BELFAST



SOUTH BELFAST SURE START PROGRAMME

JOB DESCRIPTION

|  |  |
| --- | --- |
| **POST:** | Child Development Assistant |
|  |  |
| **SALARY:**  **HOURS OF WORK:** | £12.00 per hour  20 hrs per week |
| **RESPONSIBLE TO:** | Programme Supervisor and Early Learning Co-ordinator |
| **LOCATION:** | South Belfast Area |
|  | |

# SUMMARY OF ROLE

The successful candidate will assist the Sure Start Team to provide a group based developmental programme for children aged 2-3 years in order to enhance their social development, build on their communication and language skills and encourage imaginative play.

# KEY RESPONSIBILITIES

1. To promote constructive play in a group setting which will enhance and promote social development.
2. Build and expand on children’s communication and language skills
3. Work in conjunction with Speech and Language Therapist in delivering group and individual language enhanced fun programmes.
4. Liaise closely with the Programme Supervisor in implementing an enriched play based, age appropriate developmental programme.
5. Observe and record children’s progress and plan activities and experiences, which will support the individual child’s play and learning.
6. To assist in developing and maintaining good relationships with other agencies, community groups, children, parents, volunteers, schools and nurseries.
7. To ensure preparation and maintenance of all facilities required, such as rooms, materials and equipment and ensure all facilities and resources are left clean and tidy after sessions.
8. To ensure a good standard of hygiene and safety and observe all relevant health and safety rules and guidelines.
9. To assist with keeping a register and attendance record of children, daily diary of events/activities, records of home visits and any other such records as may be required in a clear, detailed and accurate manner
10. To assist with liaising with any other relevant agencies regarding the welfare of children and implementing a planned strategy of intervention where necessary.
11. To develop supportive relationships with parents/carers.
12. To ensure confidentiality of information relating to children and families at all times.
13. To comply with Sure Start policies and procedures and be aware of and work in accordance with relevant legislation at all times.
14. To submit reports as required.
15. To participate in induction and training programmes, meetings and supervision as required.
16. To undertake any other relevant duties as considered appropriate by the Co-ordinator or Management Board

## No Smoking Policy

The Sure Start Programme is committed to a policy, which discourages smoking and all staff must not smoke in the presence of children.

## Equal Opportunities

The Sure Start Programme operates an equal opportunities policy and expects staff to demonstrate a commitment by adhering to equal opportunities policies.

# SOUTH BELFAST



SOUTH BELFAST SURE START PROGRAMME

## PERSONNEL SPECIFICATION

|  |  |  |
| --- | --- | --- |
| Post: Child Development Assistant | | |
| CRITERIA | **ESSENTIAL** | **DESIRABLE** |
| Qualifications/ **Experience** | * At least 1 years’ experience of working in a childcare setting for at least 10 hours per week which included children under 3 years of age * NVQ Level 3 in Childcare or equivalent or Level 2 and willing to undertake Level 3. | * First Aid certificate * Child Protection Training * Special needs training and/or demonstrable experience of working with children with special needs * Developmental Programme for 2-3 Year Old training |
| Knowledge | * A demonstrable comprehensive understanding of 0 – 3 year old children’s development and their physical, social, educational and emotional needs | * A knowledge of disadvantaged communities in South Belfast and issues relating to these. * A good level of understanding of the rights of children and an ability to incorporate this into working practices * An awareness of disability and special needs and cultural sensitivity |
| **Aptitudes/Skills/**  **Abilities** | * An ability to work on own initiative and as part of a team * An ability to communicate effectively with young children * An ability to communicate effectively with parents/carers |  |
| **Personal Attributes** | * A genuine interest, motivation and enjoyment around working with children in the 0 – 3 year age group. |  |
| **Other Requirements** | * Willingness to undertake flexible working patterns/rotas and to work unsocial hours when required * Willingness to provide cover for all Sure Start early years programmes and to travel to these. |  |