

## Gorseinon Development Trust

### Personal Specification: Team Leader

		Attribute	Essential / Desirable
1.	<b>EXPERIENCE</b>	<i>Essential:</i> 2 years of post-qualification practical experience in a childcare establishment.	<b>Essential</b>
2.		Experience of working in supervisory role.	Essential
3.		Approachable manner with a high level of interpersonal skills and the ability to motivate and inspire practitioners	Essential
4.		A commitment to relevant client service standards including the need to maintain confidentiality	Essential
5.		A team leader with a resilient and flexible approach to adapt to change and deal with emergencies or unforeseen events	Essential
6.		NNEB diploma, CACHE level 3, NVQ level 3 or equivalent	Essential
7.		Excellent communication skills, both oral and written, appropriate to a variety of audiences	Essential
8.		Knowledge, experience and understanding of the CIW and the Foundation Phase Profile and related assessment systems	Essential
	<b>KNOWLEDGE AND QUALITIES</b>		
1.		Teamwork and Cooperation; a strong team leader, capable of motivating and supporting staff within your team.	Essential
2.		Knowledge of Health & Safety regulations and the need for high standards of hygiene at all times.	Essential
3.		Knowledge of Quality control systems and their implementation in a childcare setting.	Essential

4.	<b>SKILLS AND ABILITIES</b>	Excellent knowledge of equal opportunities and an appreciation of the value of applying organisation's policies.	Essential
5.		Display a strong sense of responsibility, commitment and flexibility.	Essential
6.		ICT knowledge	Desirable
1.		Excellent communication skills, ability to relate well to Parents and children.	Essential
2.		Ability to work with your team planning, organising and implementing activities designed to promote equal opportunities for all children.	Essential
3.		Awareness of the need to cater for children's individual needs enabling them to achieve their full potential.	Essential
4.		Ability to manage children's behaviour in a positive manner.	Essential
5.		Responsibility for supervision and mentoring of students, work placements & volunteers.	Essential
6.		A car owner and driver.	Desirable
7.		Able to speak/write in Welsh.	Desirable

**NOTE:** The Board of Trustees has adopted a number of important policies for the Trust. These include:

- A Welsh language/culture policy
- Equal opportunities
- Grievance and Disciplinary
- Child Protection
- Health and safety

All staff will need to apply these policies in their working practices

**References will be sought prior to interviews and a current portable Disclosure & Barring Service Certificate will need to be in place prior to appointment.**