

portfolio

by Sarah Cole

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Employability and Future
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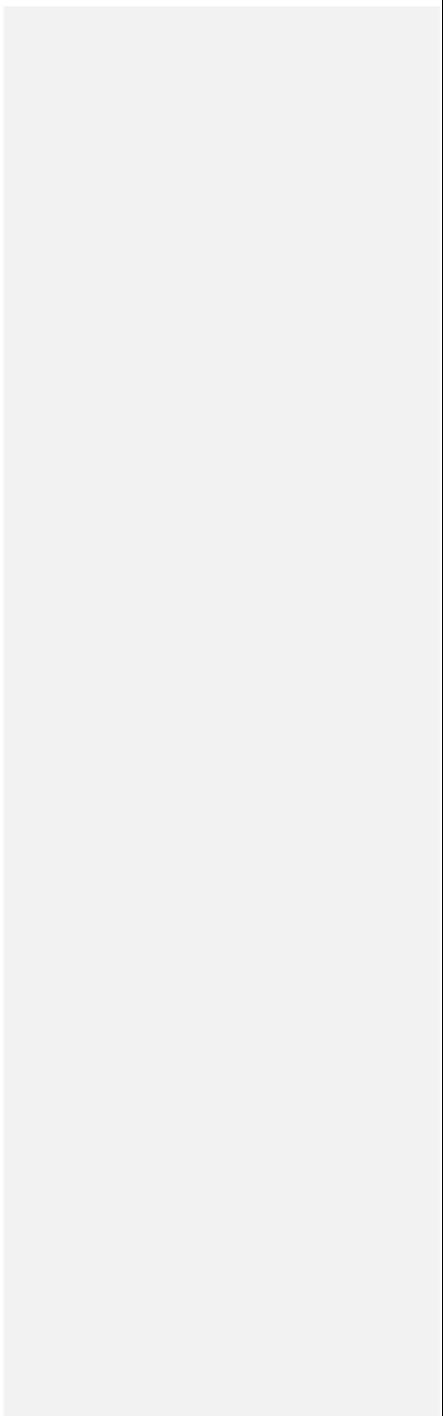
Personal Development Plan – Company Leadership



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Sarah Jane Cole

141 Heol y Llwynau, Trebanos, Pontardawe, Swansea, SA8 4DB. 07922156678 /
sarahjones_2010@hotmail.com

Summary

Leader of a nursery is to ensure all children attending receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum. In addition to childcare duties, the Leader is responsible for the day to day management of the nursery in terms of ensuring the nursery's operational objectives are met. The Leader will be responsible for staff working within the areas, in accordance with the requirements of the Children's Act 2004, local authority and CIW requirements and nursery Policies and Procedures.

Skills

- Strong verbal communicator
- Positive and encouraging
- Kind and empathetic educator
- Certified team leader
- First aid certified
- Working with children with learning needs

Work history

Work experience with Swansea collage - half year at Meithrinfa Mair Day Nursery and the other half work experience at Ysgol Bryn Y Mor as a teacher Assistance. (September 2000 – July 2001)

- work experience is a perfect way to experience both career options of a nursery and school to see which I felt more comfortable.
- Doing work experience shows passion and interest. Evidence that i have done work experience shows the employer that I'm motivated to get into a chosen career and that I've done your homework.

Nursery Nurse - Meithrinfa Mair Day Nursery (2001 – 2003)

- Promoted good behaviour by using the positive reinforcement method.
- Prompted language development skills through reading and storytelling.
- Assisted the lead teacher with snack time, arts and crafts and putting the children down for naps.

Child Minder – Sylvia Ossel (2003 – 2004)

- Supervised children (3- 7yrs) enrolled in then childcare and familiarized with each individual child's meal plans, eating habits and food allergies as needed.
- Organisation of the day – Taking and picking up the children from school at different time, taking them to activity on time.

Nursery Nurse – Abacus Day Nursery (2004 – 2005)

- Promoted good behaviour by using positive reinforcement method.
- Promoted language development skills through reading and storytelling.

Commented [sc1]: A manager needs to have bonds of affection with practitioners who know them well and give them consistent and continuous care which fosters confidence and positive self-esteem.
(Careinspectorate.wales, 2020)

Commented [sc2]: Leadership and management are two distinctive and complementary systems of action. Each has its own function and characteristic activities. Management is about coping with complexity leadership by contrast is about coping with changes. (Hill and Lineback, n.d.)

Commented [sc3]: Leadership is different from management, but not for the reasons most people think. Leadership isn't mystical and mysterious. It has nothing to do with having "charisma" or other exotic personality traits. It is not the province of a chosen few. Nor is leadership necessarily better than management or a replacement for it. (Harvard Business Review, 2020)

Commented [sc4]: A study by Warden and Aylesworth suggest that rats rewarded for correct responses and punished for errors learned discrimination twice as fast as a punished-only group of animals and nine times as fast as rats run under a reward-only condition. The hypothesis of the study was that children would learn a discrimination problem faster under a combined reward and punishment condition rather than under a condition of reward only.
(Brackbill and O'Hara, 1958)

- Prepare snack time, arts and crafts and putting children down for naps.

Delivery Assistance – Argos (2008 – 2013)

- Help putting stock away
- Taking on a role of bringing in the delivery when a leader not there.

Cylch Assistant – Cylch Meithrin Pontardulais (2013 - ?)

- Supervise children during events and projects outside of the classroom, such as outside play.
- Prepare snack time, arts and crafts.
- Promoted language development skills through reading and storytelling.

Cylch Leader – Cylch Meithrin Waunarlwydd (

- Prepare snack time, arts and crafts
- Promoted language development skills through reading and storytelling
- Responsible for meeting with pupils' parents to discuss their academic progress.
- Developing and implementing lessons and work schemes, using the Early Years Foundation stage as a framework.
- Providing a safe and stimulating environment that facilitates learning.

Cylch Leader – Cylch Chwarae Parc y Werin (2013 on going)

- Prepare snack time, arts and crafts
- Promoted language development skills through reading and storytelling
- Responsible for meeting with pupils' parents to discuss their academic progress.
- Developing and implementing lessons and work schemes, using the Early Years Foundation stage as a framework.
- Providing a safe and stimulating environment that facilitates learning.
- Promoted good behaviour by using the positive reinforcement method.
- Prepare lesson plans and teach pupils in accordance with the national curriculum.
- Supervise children during events and projects outside of the classroom, such as forest school, outdoor play.
- Organising play and work activities.
- Maintaining records.
- Monitoring and recording progress.

Youth leader - Felindre Young people Club (2017 – 2018)

- Organising play and work activities.
- Maintaining records
- Providing a safe and stimulating environment that facilitates learning.

Commented [sc5]: It is essential to begin by creating a safe, secure learning environment. This will help children feel confident to share their ideas, values and attitudes without fear of negative feedback from their peers. A safe learning environment with clear boundaries also helps teachers to manage discussions on sensitive issues with greater confidence. (Education, 2020)

Education

GCSE

- Art – C
- D&T: Textiles Technology – C
- Welsh – D
- Welsh Spelling and Listening – D
- Catering – E
- English – E
- English speaking – C
- Home Econ – Child Development – E
- Mathematics – F
- Information Technology – G

Certificate of Educational Achievement

- English – A
- Welsh – A
- Mathematics – B
- Science single award – B

CACHE Level 2 - Certificate in Child Care and Education

NVQ Level 3 – Early Years Care and Education

Diploma Level 5 – Leadership for Children's Care, Learning and Development (Management)

Diploma Level 3 – Playwork

Key skill Award

- Level 2 – Problem Solving (2003)
- Level 1 – Information Technology (2001)
- Level 2 – Improving own Learning and Performance (2003)
- Level 2 – Working with others (2004)
- Level 1 – Information and Communication Technology (2014)
- Level 3 – Communication (2014)
- Level 2 – Application of Number (2013)

Employment Training

Level 2 Award in Food Safety for Catering

Level 3 Paediatric First Aid

Level 2 Safeguarding

Working positively with Autistic Children in Early Years

Speech and Language Therapy day course

Education and the law

Makaton Beginners workshop

Dealing with Young People with Emotional Behavioural Development

Ongoing course - Bachelor of Arts: Early years education and care: Early years Practitioner status.

Hobbies & interests

I have a keen interest in keeping fit and my health where I enjoy going for walks with my family and the dog, attending a favourite class which is called Fitstep where we are learning Latin, ballroom, jive and many more not only that I've made some amazing friends and has dance with Ian Waite and Natalie Lowe in the one and only Blackpool Tower. I also attend a personal trainer which has really change my thinking. I enjoy going out with friends to some amazing places, shows, bingo and food, social gathering, I love spending time with my family going on days out and doing fun activity.

Personal Development Plan

Areas for further development	Why?	How?	Who/Where?	When?
Knowledge. To learn in area to help children with additional learning need.	To further my understanding on all area's working and dealing with children with additional needs.	Look at course that NAS Swansea or Neath run. See if information services run a course through work. But for more in-depth course check out collages or university. Support children with special education needs and oversee the implementation of guidance from the SEN Co Ordinator.	Online: https://www.autism.org.uk/professionals/training-consultancy/online.aspx https://www.facebook.com/hiveAlliance/ https://www.swansea.gov.uk/ffirstraining Facebook Pages: Outside Serriah Therapies and bluesky but both are around Cardiff area Speech and Language – Eklán training, www.Eklán.co.uk Makaton course book through though Swansea family information service	September 2020
Knowledge. How to manage a team of individual	To be able to become successful manager I will need to have a good and positive working relationship with others. To develop effective communication systems to endure that each member of	I would take time to research on the internet about managing teamwork. I would also attend a management course at Swansea university.	Online courses https://www.hemleyfraser.co.uk/trainin-g-courses/management-and-leadership https://inpd.co.uk/course/cmi-level-5-leadership-and-management-programme/?msclid=b6b62e610d43132624bb70766852b289&utm_source=bin&utm_medium=cpc&utm_campaign=L	On going

Commented [sc6]: Effective leadership is reliant upon the development of effective relationships with staff members. Kirkpatrick and Locke (1996) identified over 35 studies reporting positive relationships between leadership and performance. Transformational leadership or its components have been associated with the increases in individual, unit, and/or organizational performance in a variety of meta analyses (Lowe et al. 1996)

Commented [sc7]: Divide work nearly equally between managers and works, so that the manager applies scientific management principles to planning the work, and workers perform the task. (Fullan, 2013)

	staff is clear about their roles and responsibilities in the Nursery		QProgrammes&utm_term=%2Bleadership%20%2BBand%20%2Bmanagement%20%2Bcourses&utm_content=Leadership%20and%20Management%20Programme	
Knowledge. Administration and finance, managing resources and information. To be responsible for the day to day financial administration of all nursery activity. Manage an allocated budget in accordance with agreed procedures and targets and ensure financial information is recorded and monitored accurately.	To ensure all duties are undertaken with due regard and compliance with the Data Protection Act and legislation.	As a manager I would deal with all the administration duties such as monthly reports, banking, petty cash, letters, rotas, payroll, newsletters, minutes from meeting and all other activity as requested one up to date and accurate. Create a business plan to help establish a day nursery.	Accountant money handling Guidance and support from another nursery manager and deputy. Could get more information and help from Mudiad Meithrin and CIW	On going
Skill. Applying a personable and cheerful manner with the ability to communicate clearly,	Liaise with parents daily providing factual feedback on their child's day, ensure all parents are fully informed about the nursery and their child	By having a positive and enthusiastic attitude to work.	Other team members and outside agency such as Mudiad Meithrin and CIW	On going

Commented [sc8]: Management relies heavily on tangible and measurable capabilities such as effective planning, the use of organizational systems; and the use of appropriate communication methods. (Businessballs.com,2020)

Commented [sc10]: According to Aubrey (2007) sees as being engage in flexible leadership to support different models of multi-agency working.

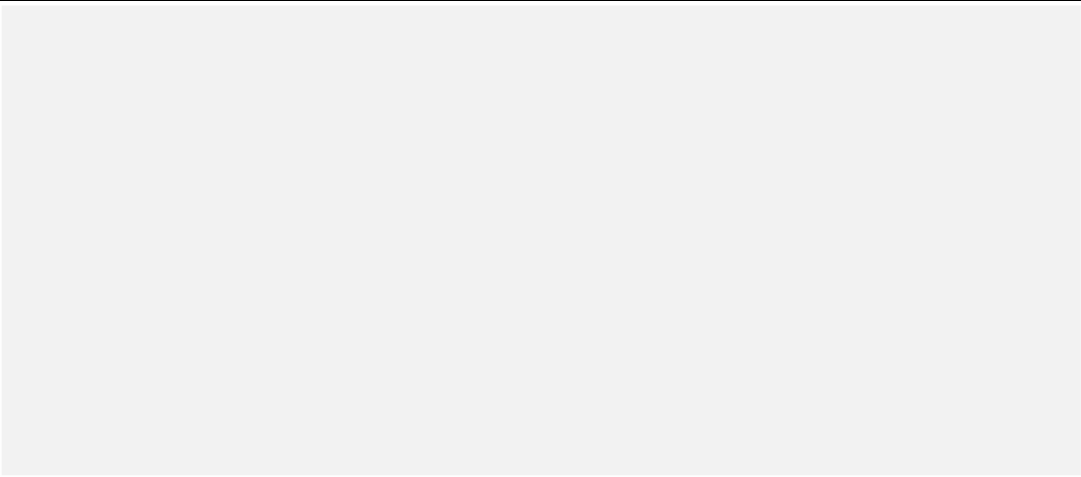
concisely with colleagues and parents.	and that new parents are welcomed appropriately giving due regard to their concerns and questions.			
Skill. Good IT skills	To Develop my knowledge of spread sheets by improving my knowledge of the use of excel and any other spread sheet that I may need to use. In order to gain a better understanding of invoicing etc.	Attend a business IT course. Question Mudiad meithrin accountant for his knowledge and understanding	Mudiad Meithrin	On going
Skill. Excellent organisation skills with the ability to work to targets and deadlines.	To prepare the nursery for CIW and Estyn inspection as well as quality insurance and IIP schemes being undertaken by the company. Action any requirements made by the inspectors and liaise with company directors as appropriate.	Ensure the nursery is always appropriate staff in accordance with regulation and find cover as appropriate. Actively always support and communicate with staff. Provide a child-centred environment where children are cared for in safe and stimulating way that ensure their individual needs are met; ensure that a wide range of creative and enjoyable activities are provided and encourage children to act independently.	CIW office in Carmarthen for appropriate information Estyn office in Cardiff Mudiad Meithrin	On going

Commented [sc9]: It is recognised that effective leadership is vital to the success of education and care settings. Without skilled and committed leaders to help shape teaching and learning, the opportunity to create and sustain high-quality learning environments is minimal. (Leithwood et al., 2006, p. 4; Mitgang, 2012, p. 3).

Values Mindfulness	This will help myself to understand and support children emotional and physical wellbeing. I will learn the best way to deal with children negative feeling, stress, anxiety in myself. Being mindful makes it easier to savor the pleasure in live as they occur, helps you become fully engage in activity, and create a greater capacity to deal with adverse events. Mindfulness improves mental health	By attending mindfulness session outside work. Could look into course that myself and staff could attend.	This course is through http://www.Swansea.gov.uk/firsttraining	On going
Values Perseverance	To see a job through to the end.	To be able to persevere at activities in order for me to be able to see a task though to the end.	In order to achieve my goals, I will need to make a do list and make sure that I complete each task by ticking them off.	On going

Commented [sc11]: There is an inclusive ethos in the cylch (Anon, 2020)

Values Leadership	It helps maximise efficiency and to achieve organisational goals.	Show leadership including initiative, fairness and consistency to involve and motivate a team of individual. Implement a programme of supervision and performance management in accordance with the nursery aims and management styles.	Myself as a nursery manager and deputy Manager	On going
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Personal Statement

My name is Sarah Cole I am 35 years old and I am mum a of 3 age between 10 and 14, I have 2 children who have additional learning needs which is a challenging at times but love every minute. I enjoy being as active as I can and love attending classes like Fitsteps which I have been very fortunate to attend a lot of master classes with the instructors we have just been to Blackpool and danced in the Blackpool tower with Ian Waite, Ian park and many more. I also have a personal trainer which is helping me with my fitness goals, confidence and wellbeing to learn about eating healthier. Some other activities I like are walking, swimming.

Commented [sc12]: Not understanding your audience and their communication needs: to ensure your messages get through you need to put them in a context that matters to the executive. To do that well, you need to be able to see things from their perspective, not yours. (Strategyex.co.uk, 2020)

My career and life goals

I am a leader of Cylch Meithrin I have been a leader for 7 years it is one of the most challenging but amazing roles to have. Whilst having the opportunity to run a successful team but to have the joy of watching and helping children grow and develop ready to take, they first step to school.

Commented [sc13]: Teammates must develop trust, since it is not automatic. Accordingly, members must communicate more openly than they normally would in everyday life. There must be honesty on all ends of the team, since withholding the truth could damage the team's integrity. Team members should always share information and feelings between each other. This allows for total trust between the team members. (Careertrend.com, 2020)

As a child I've always wanted to work as a nurse with children just wasn't sure in which area of a nurse whether it be a nurse that help children on a Children ward or a nursery nurse. Before attending college and through I ran a little babysitting job for family and friends which was successful.

Since working as a nursery nurse for a long time and since becoming a leader of a Cylch its really pushed the decision of my childhood goal of opening my own day nursery in the future so my goal is to aim for that.

What have I done so far towards achieving these?

I decided to go to college after comprehensive to do my CACHE Level 2 - Certificate in Child Care and Education where I did placement in a nursery and school I decided I prefer working in a nursery with children age 3 under for here I manage to get a job in Meithrinfa Mair where I went on to do my NVQ Level 3 – Early Years Care and Education through them. Due to this nursery closing I managed to get a job in another day nursery and then had children myself. I decided after having my 3 children that I didn't want to work in a retail job and wanted to get back into my dream job as a nursery nurse this is where I carried on and got a leader job in a Cylch and went on to do my Diploma Level 5 – Leadership for Children's Care, Learning and Development (Management) and Diploma Level 3 – Playwork and take childcare. My next step is to complete my BA hons in early years and care and get my practitioner status this has help me understand more as a practitioner and hopefully help myself to become the manager I would like to be.

The personal significance of goals/achievement

Passing all my courses to be a successful team leader.

Attending university to complete a BA hon Early years and care this was a big achievement for me as I did not think I would have the opportunity to do this due to my lack of confidence and self-esteem.

Achievement of building the Cylch that I'm a leader in from 2 morning a week to 5 full day including a successful mother and toddler.

What you learned about yourself along the way

One thing I have learnt about myself is that if you put your mind to anything and work hard you can achieve whatever possible, 'if you can dream it, you can do it'.

Skills and qualities, you have achieved with examples that demonstrate these

- Ability to lead a nursery team
- Excellent communication skills
- Ability to communicate clearly with colleagues and parents
- Excellent organisation skills the ability to work to target and deadline

Commented [sc14]: Effective communication between practitioners and parents helps to build a trust where parents feel comfortable leaving their child. It will also enable parents to become involved within their child's learning process and hear about what their child has been up too throughout the day, sharing their experience and also any achievements. (Earlyyearscreers.com, 2020)

Commented [sc15]: There is a positive and inclusive relationship with the family with in the Cylch. (Anon, 2020)

What's your next steps will be?

My next steps would be to seek advice and discuss the opportunities that I have to open up a day nursery of my own and put a business plan together and also to contact a financial advisor to be involved to help.

Reflection

Starting university to me wasn't just about the qualification it was to overcome a challenge. I've always dreamt that I would graduate when I was little and have the hat and gown at the end but, I always doubted myself I wanted to prove that I can go to university and to prove a lot of people that told me I wasn't brainy enough to go. But look where I am, I have 6 months left and if I carry on the way I'm going I will graduate this year. I'm so glad I start as much as it's been the biggest challenge I have proven to myself that if I put my mind to something and persevere, I can do anything. I have also met a lot of new friends who have helped me on the way to where I want to be and that they are going down the same sort of education role. I've always had challenges due to what I thought I had was dyslexia but turned out due to the help of university team in Swansea university I have SPLD and ADHD which has helped and explained everything, no matter what your disability is you can overcome anything if you put your mind to it.

I have done a lot of collage course to get the career I have got now and that I needed to become a nursery leader these courses are level 3 NVQ and level 5 Diploma, but nothing compares to my BA hons in early years education and care. I have never had to write critically and never have to write academic writing before I've never had to use a Harvard referencing but all these are challenges that I had to work out to complete this course. It wasn't going to be easy who said university is easy I had to bear the stress and get through it as much as feeling like giving up many times.

Doing the modules has helped me understand areas of learning more in-depth. It helps me understand what I need to do for my role as leader. There are so many things over the past couple of years when I first done my level 2 to know that have changed to make sure that I am up to the standard of a leader/manager role. There have been some modules I've sat there for hours and not understood anything but with the help of friends in [university](#) I met they have been there to help exactly the same as myself explaining something that they don't understand but we are all in the same boat and we all have different experience in working in childcare some that have no experience. My first module academic skills I did not have a clue I had a low mark and thought to myself how will I do this, but still somehow I passed I was so pleased with myself but also thought I would never have got to where I am now back then. I learnt to try and break each part down instead of looking at it all as a whole and asked the lecturer for help. The other module I found a massive challenge was language and literacy in the early years I felt like giving up and how I felt explaining to the lecturer I could not do this one. Others found this module easy but I didn't, I found this module extremely hard this is due to finding reading to others makes me feel extremely anxious this includes reading to children, people say it doesn't matter how you read but to me it does I have worries of teaching children the wrong words because maybe I'm reading them wrong but on top of this we had to film and critic ourselves doing this activity with no children and I felt even more under pressure. It was my worst nightmare READING, how was I going to do this I find reading an adult book hard my friends were saying it be fine reading a children's book, it will be easy, yes for a lot of people reading to children is an easy task but for many people like myself who struggle with reading is a lot harder. I managed to do this module and deep down it wasn't to me the best but when I received my mark and feedback it was my best mark so far. This made me feel more positive about myself as the feedback was positive and helpful. This has given me the boost I needed to carry on with the course and not give up and not only that it has given me confidence to go into work and sit down with small group of

children and tell them a story, this will help me develop the skill by reading more to the children.

Coming to uni and doing these modules has helped me so much with my reading this is because I have to find out my research by reading books, journals and articles also reading the Harvard reference list guideline so that I don't lose marks on my reference.

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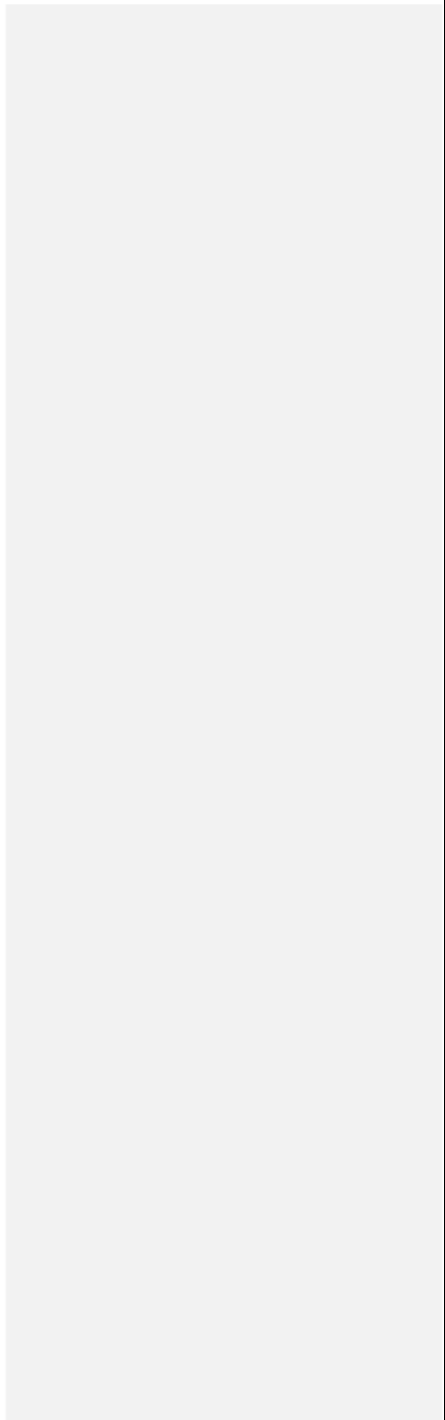
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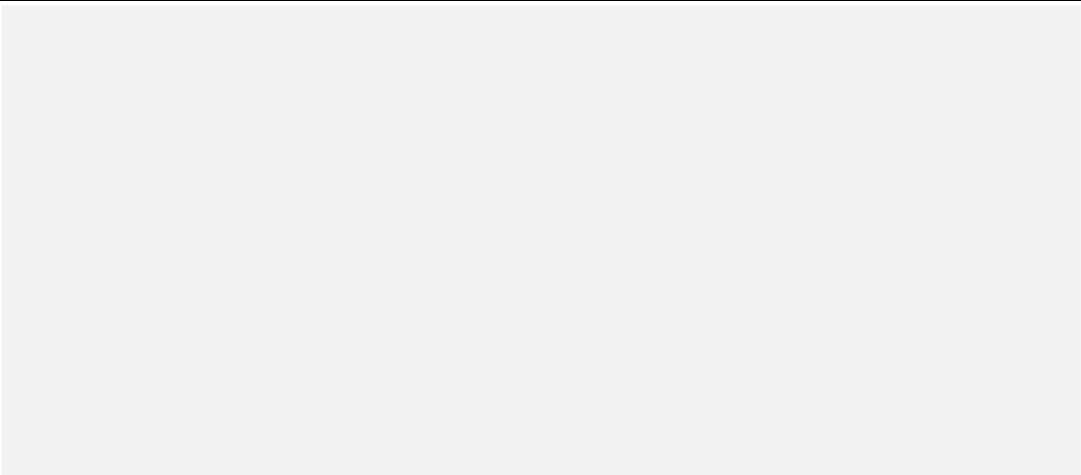
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FINAL GRADE

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GENERAL COMMENTS

Instructor

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