

CHILDCARE ASSISTANT JOB DESCRIPTION

Job Title: Childcare Assistant
Grade: Scale 3
Responsible to: Team Leader
Work Location: Randolph Beresford Early Years Centre

JOB PURPOSE:

To assist in providing care, learning and support to children and their families through the delivery of high quality early education and care.

JOB ACTIVITIES

1. Supporting Children

- To assist in the planning and provision of a stimulating learning environment that is appropriate for individual children and their developmental needs.
- To assist in planning and delivering appropriate activities that meet children's development needs, stimulate learning and reflect concepts of child development.
- To record children's development and learning and contribute to children's profiles and share with parents/carers and colleagues.
- To work with individual children or small groups of children as directed.
- To support inclusion by working with and contributing to IEP's, health care plans, looked after children plans and EAL programmes within the centre.
- To value parents by making them feel welcome and to encourage them to be positively involved in their child's learning.

2. Safeguarding, Health and Safety

- Ensure that through all of your practice the safeguarding of children is of paramount concern and that policy and procedures are followed.
- To advise Designated Safeguarding lead of any concerns, regarding children, parents, the safety of the environment, preserving confidentiality as necessary.
- Adhere to health and safety policies and procedures and to identify when to escalate issues.
- Undertake a visual health and safety check to identify any potential hazards and address them as required.

3. Other Duties and Responsibilities

- Attend meetings as appropriate.
- Communicate information effectively to parents and their children, using tact and persuasive skills and be aware of barriers to understanding.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- Participate in supervision sessions and be actively involved in own professional development.
- Attend and play an active part in training, team meetings and any other relevant groups and meetings.
- Maintain up-to-date knowledge of relevant government guidance, local policies and national research.

PERSON SPECIFICATION

Please address the following points in your job application

ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none">• Experience with working with children 0-5 years and their families• Working with children with special needs• Experience of setting appropriate professional boundaries with families• Experience of working with vulnerable families• Developing and maintaining effective relationships with parents	<ul style="list-style-type: none">• Working with other professionals• Experience of working in the local community• Experience of working with very young children
KNOWLEDGE	<ul style="list-style-type: none">• The Early Years Foundation Stage curriculum• Child Development• Learning through play• Safeguarding policies and procedures• Maintaining a safe environment	<ul style="list-style-type: none">• Experience of working with children and families living with disadvantage
QUALIFICATIONS		<ul style="list-style-type: none">• English and Maths GCSE at Grade A-C or equivalent• Further qualifications• Level 2 in childcare and education
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Ability to work effectively in a team and act on own initiative• Ability to carry out routine administration e.g. registering children• Basic computer knowledge• Communicate effectively with a range of different individuals and groups both verbally and in writing• Flexibility and enthusiasm for the job• Committed to improving outcomes for children and their families	<ul style="list-style-type: none">• Excellent time management and ability to prioritise own workload• Full knowledge of Word, Excel and other computer programmes• Ability to motivate and engage with children and their families• Ability to work as part of a team
JOB CIRCUMSTANCES	<ul style="list-style-type: none">• Willingness to undertake in service training• Physical ability to manoeuvre furniture/ play equipment• This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) Disclosure.	
GENERAL	There is an annual appraisal cycle carried out by the leadership team, which seeks to acknowledge success, resolve problems and identify training and development needs.	