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| **Blackbird Academy Trust**  **blackbird.jpg Job Description** | |
| **Job Title:**  **Terms & Conditions:**  **Pay Scale/ Grade:**  **Post term:**  **Hours:** | 2By2 Support Worker  Green Book  Grade 4  Permanent  33.75 a week |
| **Responsible to:**  **Line Managing:**  **Work Base:** | 2BY2 Leader  NA  Trust Schools |

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| **Job Purpose -** To participate in providing a stimulating and caring environment in which a child’s developmental and welfare needs are met.  To provide good quality inclusive care, education and play opportunities for children 2 – 3 years, by supporting a team of childcare staff. To contribute to the development of Integrated Centre as a pioneering model of good practice. |
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| Key Tasks |
| In liaison with the 2BY2 Leader & 2BY2 Manager:   * To contribute to a programme of care, education and play opportunities within the 2BY2 environment for children of 2 – 3 years which fosters children’s learning growth, self-esteem and independence. * To contribute to the planning, delivery and evaluation of daily activities and to keep clear records of these. * To be involved in the development and implementation of relevant whole Trust policies. * To promote team working and supportive practice. * To work closely with the Family and Community support team, and BAT schools to ensure consistency and continuity of care and education and play opportunities for the children. * To take responsibility for small group of key children, maintaining an overview of their learning and development, their achievements and needs, keeping up to date profiles for these children and to lead on the communication with their families and other relevant stakeholders * To review and further develop effective ways of communicating effectively with all parents and carers of the children in the 2BY2 setting * To attend team meetings as required. * To assist in the training of trainee’s. * To ensure at all times compliance with OFSTED Full Day Care Standards. * To be aware of and rigorously implement safeguarding policy and procedures. * To respect the confidentiality of information received. * To attend in service training for professional development as agreed with 2BY2 manager and as a part of the setting development plans and appraisal targets. * To complete and pass the pediatric first Aid course * To undertake such other duties as may reasonably be required by Room Leader and 2BY2 Manager * To participate as a member of a team of adults working together to create an environment which promotes children’s development and learning. * To foster children’s growth, self-esteem and independence. * To contribute to the planning and preparation of activities (This will mean a commitment to attend planning/staff meetings for no more than 3 hours per month. * To contribute to observations and records of children’s development. * To encourage children’s learning in both English and their home language. * To foster effective links with parents. * To be responsible, by agreement, for activities indoor and outdoor learning environments and to plan, prepare and display appropriate materials. (This may include plants and animals). * Take responsibility for the personal care of your key children. * To share responsibility for the laundry and storage of spare clothes, towels, etc. * To work according to the School/Nursery and County Policies for Equality of Opportunity, promoting positive behaviour and attitudes generally, and particularly towards people in non-stereotypical gender roles, of other cultures and with disabilities. * To support children with special needs in mainstream classes as required. * To assist in specified programmes, e.g. exercises or using special equipment. * To provide comfort for sick children and to administer First Aid as appropriate. * To administer medication when necessary, in accordance with School/Nursery and County policies. * To be aware of Child Protection policy and alert to signs that a child might be at risk. * To attend INSERVICE training as agreed with the 2BY2 Manager.   You have specific responsibilities under Health & Safety legislation to ensure that you:   * Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do * Use work items provided for you correctly, in accordance with training and instructions * Report any health and safety concerns to your line manager as soon as practicable. |
| **Key Tasks – Health & Safety** |
| * Co-operate with health and safety requirements. * Report all defects and hazards to the member of staff responsible for this in your school. * Complete the action risk assessments for all potentially hazardous on/off site activities. * Use, but not misuse things provided for your health, safety and welfare. * Do not undertake unsafe acts. Inform employer of any “Near-Misses”. * Be familiar with the emergency action plans for fire, first aid, bomb security and off site issues. * Raise health and safety issues with pupils. Specifically for the year 2016-2017 |
| **Key Tasks - Other** |
| * Demonstrate a deep commitment to safeguarding and promoting the welfare of children and follow all associated child protection and safeguarding policies of BAT * Be aware of, and comply with, policies relating to Child Protection, Health & Safety, Equal Opportunities and Confidentiality as well as general staff procedures * To contribute to the overall vision, ethos and work of the schools within BAT * To be an excellent role model for staff and to observe all relevant policies and practice * Maintain confidentially and professional conduct at all times * Carry out any other reasonable request of the Executive Head * Demonstrate a commitment to professional development including active participation in the appraisal process and any relevant further training * Appreciate and support the role of other professionals |

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| Annual review of Job Description | |
| Date of review | |
| Signed: Post holder  Signed: Line manager | Date  Date |

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| **blackbird.jpgPerson Specification**  **2BY2 Support worker** | | |
| *Blackbird Academy Trust is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment* | | |
|  | **Essential** | **Desirable** |
| **Qualification Criteria** | One or more of the following required:   * Level 2 NVQ in Children’s Care, Learning and Development * Level 2 NVQ in Early Years Care and Education * Level 2 NVQ in Childcare and Education * Level 2 NVQ in Playwork * Level 2 Diploma in Playwork | * Pediatric First Aid, Basic Food hygiene. |
| **Experience** | * Understanding children’s development in Early Years and how they could support their learning. * Work with children at their level, planning and supporting the individual child’s learning. * Can show empathy is adaptable. |  |
| **Knowledge & Skills** | * Effective use of ICT to support learning * Use of other equipment technology – video, photocopier * Understanding of relevant polices/codes of practice and awareness of relevant legislation * General understanding of EYFS * Basic understanding of child development and learning * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | * Any experience would be beneficially newly qualified will be considered. |
| **Personal attributes** | * Approachable * Committed * Enthusiastic * Able to motivate self and others * Calm under pressure * Well organized * Self-reflective * Work in a team * Resilience, the ability to work under pressure and be able to meet deadlines. * Proven ability to prioritise. |  |
| **Other** | * The Blackbird Academy Trust takes safeguarding children seriously and the successful applicant will have to undergo a DBS check and references will be required in line with our Child Protection and Safeguarding Policy |  |