

Southern Academy Trust

JOB DESCRIPTION

CHILDCARE ASSISTANT

Job title:	Childcare Assistant	Job Ref:	CC 3.13
		Grade:	Dorset Grade 3
Reports to:	Childcare Manager/Leader/Supervisor		

Main job purpose

To support the Childcare Manager/Leader/Supervisor in providing a safe, secure, and stimulating learning environment.

Main responsibilities and duties

1. Carry out planned activities under the direct guidance, direction and supervision of the Child Care Manager/Leader/Supervisor.
2. Be a member of the team providing high quality child care provision, and attend meetings as appropriate.
3. Assist in contributing to the planning and delivery of a curriculum, which leads towards the meeting of agreed objectives and targets.
4. Keep records as directed by the Child Care Manager/Leader/Supervisor.
5. Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
6. Be committed to the principles of equality of opportunity for all.
7. Read, discuss, understand and implement all policies.
8. Encourage parental involvement and maintain confidentiality.
9. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

To hold, or be prepared to work towards, an appropriate Childcare qualification (NVQ Level 2).

To be committed to undertaking further training or development as required.

Some understanding of child development and ways in which children can be encouraged to learn.

To have the ability to establish good relationships with children, parents and other staff.

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To have a commitment to equal opportunities

To relate well to children and adults and work co-operatively with the staff team and with parents to share knowledge and expertise for the benefit of the children.

To be aware of the need for confidentiality.

Supervision and management

Typically there will be supervision available from the Child Care Manager/Leader/Supervisor on a daily basis and regularly within the day.

Problem solving and creativity

On a daily basis, under the direction of the Child Care Manager/Leader/Supervisor, adapt activities for individual and groups of children

Use a variety of techniques to establish supportive relationships with children, parents and carers.

Guidance is normally readily available and more complex or controversial decisions will be referred to the Day Care Manager/Leader/Supervisor.

Key contacts and relationships

Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.

Contact with parents / carers and other agency staff to provide support for children, such as giving feedback on children's particular needs.

Decision making

Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

Resources

Books, stationary, writing equipment.

ICT and AVA equipment.

Working Environment

Part of the working day is spent standing, with periods of crouching / bending to engage children in activities.

There may be occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene needs.

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The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Headteacher.

Other duties

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Shaftesbury Academy Trust
2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
3. Uphold and promote the values and ethos of the academy.
4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Employee Signature Date.....

Employee Name
Please print