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| **Job description** |
| **1.** | **Post**  | **17.18HCO04** |
| 1.1 | Post: | **Parent/Carer & Under 5s Worker (Childcare Worker)**Outreach, crèche and classroom support  |
| 1.2 | Programme area:  | Community Outreach |
| 1.3 | Line Manager: | Childcare Coordinator |
| 1.4 | Location: | 1-10 Keeley Street, Covent Garden, London, WC2B 4BAThe post holder will be required to work at other locations including RB Greenwich (mainly) and LB Camden (occasionally)  |
| 1.5 | Hourly Rate: | £13.74 per hour inclusive of pro rata holiday entitlement and preparation time. |
| 1.6 | Dates and times of class:  | Recruitment to an approved staff pool. Accepted applicants will be offered suitable work as and when it becomes available, however work cannot be guaranteed. |
| **2.** | **Main purpose of the job** |
|  | To assist in the running of crèches in line with OFSTED regulated standards and the Revised EYFS Framework March 2017 in a variety of settings at different locations. To assist in the development of the Family Learning Programme in the context of the post.To assist with, the planning, delivery and evaluation of the children’s curriculum.To support the marketing and recruitment for Family Learning courses and course tutors within crèche, classroom and workshop sessions. |
| **3.** | **Main activities and responsibilities** |
| 3.1 | To assist in delivering a full programme of educational, stimulating and fun activities at each session, carefully planning and recording activities with the team in order to develop each child’s full potential. |
| 3.2 | To prepare the indoor and outdoor areas, when appropriate, with stimulating play activities for children. This includes arriving in time to prepare the day’s activities before opening and staying to clear up after the parents and children have left. |
| 3.3 | To assist in planning and the delivery of a structured age and stage-appropriate story and singing session within the theme of the family learning programme. |
| 3.4 | To ensure that all equipment is suitable for the developmental age of the children and kept in good order. |
| 3.5 | To ensure a safe secure environment for children and adults, undertake a daily risk assessment and administer first aid if appropriate |
| 3.6 | To liaise with the Childcare Coordinator on a regular basis regarding concerns, difficulties or changes to the crèche provision, including reporting difficulties with the venue, safeguarding and health and safety concerns as soon as possible. |
| 3.7 | To facilitate parental involvement in the joint session, enabling parents to support their children’s learning and development.3.8To support with marketing, recruitment and enrolments for courses. Ensuring forms are completed in full.3.9 Support with purchasing and replenishing resources and materials for programmes when required3.10 Work with families who disclose they have a disability and may require additional support. |
| 3.11 | To work with a positive attitude and with regard to the diversity of the families we work with.  |
| 3.12 | To meet regularly with appropriate members of staff to discuss the day-to-day running of the crèche and to assist in the planning and evaluation of the programme |
| 3.13 | To keep up to date with the latest developments in early years work, including relevant legislation, through courses and publications. |
| 3.14 | To attend relevant training events and meetings as required. |
| 3.15 | Any other duties as appropriate to the post. |
| 3.16 | To work at all times in accordance with and to further the policies and procedures of City Lit, including those regarding safeguarding, health & safety, equality & diversity and customer care. |

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| **Selection criteria** | **Your application should show evidence that demonstrates that you:** |
| 4.1 | **Qualifications** | * Level 3 for example a Level 3 Certificate Early Years Education and Care ,or at least working towards this level.

N.B. If you do not have the appropriate qualification you should be willing to obtain it within the timescales specified in City Lit’s Staff Development policy.* A recent Paediatric First Aid L3 Qualification would be an advantage
 |
| 4.2 | **Work experience** | * Have experience of and the ability to work enthusiastically and dynamically with children under 5 and their families.
* Experience of working with and an awareness of the needs of families from diverse backgrounds.
* A comprehensive, up-to-date working knowledge of children’s developmental needs.
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| 4.3 | **Committed to City Lit’s success** | * Can inspire students to achieve
* Can raise the profile of your course(s) at City Lit
* Have an understanding of and experience of promoting equality and diversity
* Understand and have experience of promoting safeguarding, health and safety as appropriate to the role
* Proven ability to set up a crèche area at off-site venues with stimulating activities taking into account the ages of the children and the need to encourage their overall development.
* Excellent interpersonal skills with the proven ability to communicate positively and empathically with parents
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| 4.4 | **Create an outstanding student experience** | * Have an understanding of and experience of promoting excellent customer care.
* Can support students to overcome barriers to learning.
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| 4.5 | **Contribute to quality improvement** | * Can support the process of quality improvement and understand your role in it.
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| 4.6 | **Contribute to a positive working environment** | * Can communicate effectively and listen to others.
* Can work in a collaborative way.
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| 4.7 | **Help their team produce outstanding results** | * Work effectively as part of a team.
* Share best practice and learn from other colleagues
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| 4.8 | **Keep learning and improving** | * Undertake continuing professional development.
* Have up to date knowledge and enthusiasm and interest for the subject.
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| **5.** | **How to apply** |  |
|  | Please complete our online application form using the following web link: <https://sfp.citylit.ac.uk/CityLit/Default.aspx> **Closing date: 23:59, Wednesday 22nd November 2017** **Interview date: Thursday 30th November 2017** |
| **6.** | **Statutory requirements** |
| 6.1 | This is a regulated post for the purposes of the Safeguarding Vulnerable Groups Act, 2006.This post is exempt from the Rehabilitation of Offenders Act, 1974. The following are statutory requirements and failure to meet these within the required timescales will result in the withdrawal of any offer of employment or dismissal (as a result of the contravention of a statutory duty):Prior to the commencement of any employment City Lit has a statutory duty to verify your right to work in the United Kingdom, your identity and any qualifications claimed in support of an application.An enhanced DBS Disclosure Barring Service check. |
| **7.** | **Contractual requirements**  |
| 7.1 | This post is subject to the successful completion of a probationary period of employment in accordance with the probationary procedure. |
| 7.2 | Quality assurance records must be completed and maintained in accordance with the quality handbook. |
| **8.** | **Our values** |
|  | CollaborateCreateTransformOur values support our mission and vision.We expect our staff to work by and promote our values as we believe this contributes to our success. These values underpin our selection criteria; therefore, we aim to appoint people who can display an understanding of our values and how they relate to our mission, vision and strategic objectives during the recruitment process. |
|  | Date job description created: | October 2017 |