

JOB DESCRIPTION



CHILDCARE WORKER

Job title:	Childcare Worker	Job Ref:	CC 3.12
Directorate:			
		Grade:	Dorset Grade 4
Reports to:	Child Care Manager/Leader/Supervisor		

Main job purpose

To assist the Child Care Manager/Leader/Supervisor in providing a safe, secure, and stimulating learning environment.

Main responsibilities and duties

1. Carry out planned activities under the general guidance, direction and supervision of the Child Care Manager/Leader/Supervisor.
2. Be a member of a team providing high quality child care provision, and attend meetings as appropriate.
3. Contribute to the planning and delivery of a curriculum, which leads towards the meeting of agreed objectives and targets.
4. Keep records based 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

Hold a Level 2 Childcare qualification, or above.

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

To have a secure knowledge 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, communicating clearly and sensitively.

To relate well to pupils 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.

To have a commitment to equal opportunities

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 children 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 Child 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 pupils, 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, stationery, writing equipment.

ICT and AVA equipment.

Working Environment

Most 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 pupils' personal hygiene needs.

Progression in Post (if applicable)

Job description prepared by:	
Designation:	
Date:	

