

Job title: Childcare Assistant
Job ref: CC 3.13
School:
Grade: Dorset Grade 3
Reports to: Childcare Leader / Supervisor

Main job purpose

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

Main responsibilities and duties

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

Supervision & management

Typically there will be supervision available from the Child Care 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 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 Leader/Supervisor.

Key contacts & 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, stationery, 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.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the team approach of the Trust
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date: