

Job description

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

1. Carry out planned activities under the direct guidance, direction and supervision of the Day Care Leader.
2. Be a member of the team providing high quality day 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 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. Willing to undertake further, relevant training.
10. 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.

Approval			
Prepared by		Date	
Designation			

