

Job description

Job title: Senior Childcare Worker
Grade: Dorset Grade 5
Job evaluation reference: EY507
Job family: Education and Youth

Purpose and impact

1. To assist and deputise for the Childcare Manager in providing a safe, secure, and stimulating learning environment.

Key responsibilities

2. Prepare and organise resources for each session.
3. To work with the Childcare Manager to plan the curriculum and maximise the potential of each child.
4. To support the development of other staff, including training, assessment, monitoring and supervision.
5. Carry out planned activities under the direct guidance, direction and supervision of the Childcare Manager.
6. Be a member of the team providing high quality day care provision.
7. Contribute to the planning and delivery the Early Years Foundation Stage (EYFS) Framework of a curriculum, which leads towards the meeting of agreed objectives and targets (for staff, children and the setting).
8. Perform the Key Person role to ensure every child's learning and care is tailored to meet their individual needs. (from EYFS)
9. Engage and support parents and/or carers in guiding their child's development at home. Help families engage with more specialist support if appropriate, with due regard to confidentiality.
10. Keep records as directed by the Childcare Manager.
11. Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
12. Be committed to the principles of equality of opportunity for all.
13. Read, discuss, understand and implement all policies and procedures.
14. Willing to take on leadership of specific roles or manage projects in the setting, commensurate with the Grade.
15. Committed to undertaking further training and professional development as required.
16. Adhere to local safeguarding children policy. (Responsibility for promoting and safeguarding the welfare of children and young people).
17. Support the attendance of managers at meetings as appropriate (including outside the setting and out of working hours)
18. Any other lesser or comparable duties as required.
19. NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

20. Reporting to: Childcare Supervisor / Manager
21. Responsibility for: Childcare Workers

22. The postholder will be required to support the induction, further training and supervision of members of the team.



Job description

23. Within agreed policies and procedures, make decisions for the benefit of children in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented, particularly in relation to the safety and welfare of children.

Other factors

24. To hold a Level 3 Qualification.
25. Have a detailed understanding of child development and relevant experience of working with children.
26. Be able to act under own initiative and make decisions. for part of the working day, with overall guidance given by the Childcare Manager.
27. To have the ability to establish good relationships with children, parents and other staff, communicating clearly and sensitively.
28. Responsibility for a range of indoor and outdoor resources, books, stationery, writing equipment and IT equipment.
29. Contact with children on a 1:1 and group basis.
30. Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.
31. Contact with professionals from a range of agencies to provide daily support for children to meet their individual needs.
32. Responsible for contact with parents / carers to provide support for children, such as giving feedback on children's particular needs.
33. Part of the working day is spent standing, with periods of crouching / bending to engage children in activities.
34. There may be occasional need to physically lift children.
35. The role will involve the intimate care of children (e.g. changing nappies and potty training).

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. Level 3 Early Years and Childcare Qualification
2. Paediatric First Aid Certificate
3. Health and Safety / Risk Assessment
4. Food Hygiene
Experience
5. Working / volunteering in a childcare setting.
6. Delivering the EYFS
7. Record Keeping
8. Involvement in Risk Assessment.
Skills, abilities & knowledge
9. A full understanding of child development
10. Safeguarding procedures
11. EYFS Framework
12. Record Keeping
13. Observation and Planning
14. Equality and Inclusion.
15. Excellent rapport with children and young people
16. Effective team working
17. Listen and respond to direction from a Manager
18. Maintain confidentiality
19. Effective communication.
Behaviours
20. Respect
21. Responsibility
22. Recognition
23. One Team: Collaboration

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations
24. Early Years Teacher
25. Training record demonstrates commitment to continuous professional development
26. GCSE grade C+ in Maths and English
Experience

27. Encouragement of parental involvement
28. Leadership and Management
29. Supervision Procedures.
Skills, abilities & knowledge
30. Effective leadership and management
31. Effective supervision
32. Presenting information clearly (orally and in writing.)
33. Effective deployment of staff.
34. Creating a stimulating and welcoming environment.

Approval			
Manager	Amanda Davis	Date	March 2014

