

Job description

Job Title:	Childcare Assistant
Grade:	Dorset Grade 3
Job Evaluation Reference:	EY 509
Job Family:	Education and Youth

Purpose and impact

1. To support senior leaders in providing a safe, secure, and stimulating learning environment for the children.
2. To assist in creating a safe and stimulating environment to support the care and learning of children.

Key Responsibilities

3. Item Carry out planned activities under the direct guidance, direction and supervision of senior leaders.
4. Be a member of the team providing high quality day care provision and attend meetings as appropriate (including outside opening hours)
5. Assist in contributing to the planning and delivery of the Early Years Foundation Stage (EYFS), which leads towards the meeting of agreed objectives and targets (for staff, children and setting).
6. Perform the Key Person role to ensure every child's learning and care is tailored to meet their individual needs. (from EYFS)
7. Engage and support parents and/or carers in guiding their child's development at home. Help families engage with more specialist support if appropriate.
8. Keep records as directed by senior leaders.
9. Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment environment.
10. Be committed to the principles of equality of opportunity for all.
11. Read, discuss, understand and implement all policies and procedures.
12. Encourage parental involvement and working in partnership with families and maintain confidentiality, where appropriate.
13. Willing to take on specific roles or manage projects in the setting that are commensurate with the grade.
14. Adhere to local safeguarding children policy. (Responsibility for promoting and safeguarding the welfare of children and young people.)
15. Any other lesser or comparable duties as required.

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

16. There will be supervision available from senior staff on a daily basis and regularly within the day.
17. Additionally there will be regular formal supervision to support performance management and safeguarding of children.
18. Reports to: Childcare Supervisor

Other factors

19. On a daily basis, under the direction of senior staff, plan and carry out activities for individual and groups of children



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20. Use a variety of techniques to establish supportive relationships with children, parents and carers.
21. Indoor and outdoor learning environments.
22. Contact with children on a 1:1 and group basis.
23. Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.
24. Contact with parents / carers to provide support for children, such as giving feedback on children's particular needs.
25. Most of the working day is spent standing, with periods of crouching / bending to engage children in activities
26. 23. There may be occasional need to physically lift children
27. 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 criteria are the minimum requirement for the above post.

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

Essential

Skills, abilities & knowledge
1. Excellent rapport with children and young people
2. Effective team working
3. Listen to and respond to direction from a supervisor
4. Maintain confidentiality
5. Effective communication
Behaviours
6. Respect
7. Responsibility
8. Recognition
9. One Team: Collaboration

Desirable

Qualifications/ training/registrations
10. Current Level 2 and / or willingness to work towards Level 3 in Early Years and Childcare
11. Paediatric First Aid Certificate
12. Safeguarding training
13. GCSE Grade C in Maths and English
14. Health and Safety / Risk Assessment
15. Food Hygiene
Experience
16. Working / volunteering with children
17. Assisting delivery of the EYFS
18. Record Keeping
19. Encouraging parental involvement
20. Involvement in risk assessment
Skills, abilities & knowledge
21. Understanding of child development
22. Record keeping
23. Awareness of equality and inclusion
24. Awareness of safeguarding procedures
25. Understanding of the EYFS
26. Professional working relationships

Person specification

Approval

Manager	Amanda Davis, North Dorset Childrens Centre Manager	Date	March 2014
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