

Job Description

Job Title: Childcare Practitioner (Breakfast and Out of School Club)

Salary: NJC Grade 1 - Full Time Salary: £18,328 per year. **Salary will be pro rata based on 15 hours per week.** Hourly rate: £9.50.

Overall purpose of the job

To contribute to and support a high quality, inclusive play environment meeting the needs of all children attending. To work as part of a team in order to provide a warm, caring and enabling environment in which all individual children can play. To build and maintain strong partnerships with parents/carers to enable children's individual needs to be met. To support partnerships with other professionals.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	To contribute to and support a high quality, stimulating, inclusive play environment and play opportunities meeting the needs of individual children and having an awareness of family cultures, medical histories and any disabilities. This includes the planning, delivery and monitoring of stimulating play experiences in accordance with the children's social, physical, intellectual, creative and emotional needs.
2.	To liaise regularly with parents/carers about their children's needs and interests. At all times presenting as a professional and respectful role model to children and their families.
3.	Supervise children, and adhere to defined behaviour management policies. Recognise and respond appropriately to safeguarding concerns relating to children or adults, sharing these immediately with the relevant person.
4.	To be flexible within the working practices of the setting, undertaking other responsible duties where needed; domestic tasks, preparation of snacks, cleaning of equipment etc. To ensure good standards of health and safety, hygiene and cleanliness are maintained at all times. Undertaking the administration of first aid and prescribed medication as required and complete all relevant training.
5.	To work alongside qualified staff and the manager ensure that the setting's philosophy is fulfilled. To attend supervisions, training and monthly staff meetings which may be out of usual working hours.
6.	To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
7.	To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job. Ensuring professional boundaries are maintained according to policies
10.	Have an awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
NVQ Level 3 or above	Early Years, Playwork, Childcare or equivalent	Desirable
GCSE Grade C or above or equivalent (if required within Early Years or Childcare qualification gained)	English and Maths	Desirable
Child Protection training	Current Basic Child Protection Training	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Early Years Foundation Stage Statutory Framework	An understanding or or willingness to learn about the Early Years Foundation Stage Safeguarding and Welfare Statutory Requirements	Essential
Skills		
Communication skills	Good communication skills and ability to effectively communicate with and listen to, children, families and staff.	Essential
Patience, Enthusiasm and Motivation	A passion for working in early years or playwork and the ability to respond to children's individual needs and to inspire and motivate children and staff	Essential
Organisational skills	Good organisational skills	Essential
Creativity and flexibility	Ability to engage children using and adaptable and flexible approach. Willingness to change plans and ideas to meet children's individual needs.	
Experience		
Experience of working in early years and childcare settings	Previous experience of working in an early years or playwork setting.	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding <i>(include for roles</i>	Demonstrate an understanding of the	Essential

<i>working with children/vulnerable adults)</i>	safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks