

**Job Description**

**Childcare Assistant**

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| **Within the position**  **of Childcare Assistant,**  **you will be:** | Responsible to: Room Leader, Childcare Leader and Childcare Manager  Responsible for: All children |
| **You will be expected to have positive working relationships with:** | Children and their families  All other staff at the setting.  Other childcare providers and specialist professional support |
| **Main Purpose of Job:** | Under the direction of the Managers, to work as a member of the team, showing initiative and creativity to foster an environment which encourages the children’s development and where high standards of care are provided following the EYFS. |
| **Main Responsibilities:** | To be able to plan, prepare and provide a range of safe, creative and appropriate play-based activities which are in line with the classroom plans and which are appropriate to the age and stage of the children’s development.  To be able to assess and evaluate the attainment and progress made by children. This includes recording of well written observations to contribute towards summative assessment.  To have a knowledge and understanding of relevant childcare regulations in line with Ofsted, working within our setting’s policies.  Develop good communications with all children, parents, carers, and outside professional agencies eg. Health Visitors, Nursery Nurses, therapists.  Assist with the care, maintenance and security of all equipment and toys.  Under the guidance of the Manager / Room Leader, be able to prepare and provide healthy and nutritious snacks.  Be able to risk assess all children’s activities in liaison with Health and Safety Officer.  Always maintain strict confidentiality and act professionally.  To be 100% committed to safeguarding and promoting the welfare of children working in line with all agreed policies and procedures.  To be a reliable member of the team, working co-operatively and with flexibility.  Adhere to the Code of Conduct and support colleagues to do the same. |
| **Job Activities:** | To work with other assistants to plan and deliver positive play opportunities that support and encourage children's physical, emotional, intellectual, and social development, in partnership with parents and other team members.  To set out the learning environment, by selecting play equipment suitable for the age and ability of the children, ensuring a safety always.  Help tidy and return toys and resources at the end of each session.  To assist the Room Leader where necessary with checking that relevant records are in place, including consent and medical forms for each child attending the setting and to ensure that staff/child ratios are correct. This may include writing and contributing to IEP’s and EHCP forms.  To liaise with parents, encouraging parental involvement and fostering good relationships.  To help with the organisation of trips and outings where appropriate.  To participate in staff meetings and training sessions as required. Participate in self-development activities and appraisals, etc.  Undertake a shared responsibility for health, safety, cleanliness, emergency.  and security procedures by adhering to the policies and procedures of our setting.  To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. This includes individual tracking in line with the requirements of EYFS.  To undertake other duties as assigned. |
| **Disclosure type:** | Enhanced DBS |
| **General Information:** | As a Childcare Assistant you will be required to comply with the policies and procedures of St Paul’s Childcare.  The setting has a no smoking policy. Staff are not permitted to smoke on any of the organisation’s premises nor in any vehicle within the car park.  The post holder will promote the setting's Healthy and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.  Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.  This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of a childcare organisation.  Other activities appropriate with this Job Description may from time to time be undertaken by the Job Holder. |