

JOB DESCRIPTION



Post: Childcare Assistant

Scale: Grade 3

Main job purpose

To support the Childcare Supervisor in providing a safe, secure, and stimulating learning environment.

Main responsibilities and duties

- Carry out planned activities under the direct guidance, direction and supervision of the Childcare Supervisor.
- Be a member of the team providing high quality day care provision and attend meetings as appropriate.
- Keep records as directed by the Childcare Supervisor
- Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be committed to the principles of equality of opportunity for all.
- Read, discuss, understand and implement all policies.
- Encourage parental involvement and maintain confidentiality.
- Willing to undertake further, relevant training.
- 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 Childcare Supervisor on a daily basis and regularly within the day.

Problem Solving and creativity

- On a daily basis, under the direction of the Childcare 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 Childcare 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.

Other duties

- To have due regard for safeguarding and to follow child protection policies and procedures adopted by SAST.
- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
- Uphold and promote the values and ethos of the academy.
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
- Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Safeguarding responsibilities associated with this role will include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have some contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.